



*Flying Operations*

## FLIGHT MANAGEMENT

This instruction implements AFD 11-4, *Aviation Services*, and Department of Defense (DoD) Directive 1340.4, *Proficiency Flying Programs*, July 17, 1972, with Change 1. It sets procedures for managing Air Force flying resources and gives guidance that applies to administering flight management, aircrew training, and aircrew evaluation programs. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Any organizational level may supplement this instruction. Major commands (MAJCOM), field operating agencies (FOA), and HQ USAF direct reporting agencies (DRU) will send one copy of their supplement to HQ USAF/XOOT; other commands will furnish one copy of each to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are in Title 10, United States Code, Section 8013 and 37 U.S.C. 301a. Privacy Act Statements required by AFI 37-132, *Privacy Act Program* (formerly AFR 12-35), are in AF Forms 922, **Individual Jump Record**; 1520, **AFORMS Mission/Multi-Crewmember Scheduled Event Input**; 1521, **AFORMS Individual Scheduled Event Input**; and 1522, **AFORMS Additional Training Accomplishment Input**. System of records notice F060 AF A, *Air Force Operations Resource Management Systems (AFORMS)*, applies.

### SUMMARY OF REVISIONS

★ This revision incorporates SECAF and CSAF approved guidance and procedures concerning the Air Force Orientation Flight Program. A ★ indicates revisions from the previous edition.

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**Chapter 1**

**RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, FOREIGN  
MILITARY FLYING, AND THE AIR FORCE AIRCREW RATIO PROCESS**

**Section A--Responsibilities and Obligations**

**1.1. Who Must Comply.** Policies and requirements of this instruction apply to all personnel who fly aboard Air Force aircraft (both active and inactive) and Air Force parachutists.

**1.2. Responsibilities of HQ USAF/XOO.** The HQ USAF Director of Operations establishes and monitors the Air Force flying program as outlined in this instruction to ensure effective use of resources.

**1.3. Responsibilities of MAJCOMs.** MAJCOM commanders through their staffs, must provide guidance, criteria, and supervision to subordinate commands to establish a system to carry out the requirements of this

instruction and to meet training and operational needs of the US Air Force. Prohibit any agency or unit from operating or maintaining an aircraft which does not have an established system program director. For example, aircraft procured through non-DoD resources should not be flown or operated by USAF units.

**1.4. Responsibilities of Subordinate Commands.** Commanders are responsible for compliance with the minimum requirements of this instruction. Commanders: issue orders and supervise all personnel assigned or attached to their command for flying and parachute duties; establish procedures to ensure all flights are reviewed for flight feasibility, compliance with appropriate instructions, and adequate crew preparation

for safe conduct of flight; and verify aircrew members are qualified before being assigned to an aircrew position.

**1.5. Responsibilities of Personnel.** Fliers and parachutists must:

- 1.5.1. Comply with this instruction.
- 1.5.2. Effectively and safely use flying resources available to them.
- 1.5.3. Validate during the annual flight or jump records review their record of flying or jump accomplishments during the previous year.
- 1.5.4. Make sure the Host Operations Systems Management (HOSM) Office maintaining their Flight Records Folder (FRF) or Jump Record Folder (JRF) is aware of any impending permanent change of station (PCS) move. The HOSM must know the proposed departure date, date of last flight before departure, and date the individual will pick up the FRF or JRF.
- 1.5.5. Pick up their FRFs or JRFs before departing for PCS or a flying temporary duty (TDY).
- 1.5.6. Turn in their FRFs or JRFs to the proper HOSM as soon as possible after arriving at a new duty station. This also applies to aircrew members assigned to inactive flying positions.

**1.6. Flying Obligations.**

**1.6.1. During Time of War.** Commanders may order Air Force members on active duty to make flights in any aircraft. They are not entitled to incentive pay unless placed on aeronautical orders that require them to perform specific inflight duties on a frequent and regular basis. Members are not entitled to such pay if suspended by the President according to 37 U.S.C. 301(d) or 301a(c).

**1.6.2. In Time of Peace.** Commanders may order Air Force members on active duty to make official flights when in the best interest of the Air Force. They are not entitled to incentive pay unless placed on aeronautical orders that require them to perform specific inflight duties on a frequent and regular basis, i.e., fly a minimum of 4 hours per month.

1.6.2.1. Members who are properly qualified and directed to perform specific inflight duties, not on a frequent and regular basis, may be ordered to do so using a flight authorization.

1.6.2.2. Members not ordered to perform inflight duties must fly only in passenger status on commercial or military aircraft with adequate facilities for transporting passengers (see paragraph 2.11.5).

1.6.2.3. Commanders may detail (by written orders) personnel of the command to take part in aircraft flights operated by any foreign government accredited by the United States, provided flights do not add more expense to the US Government, and provided personnel are on orders that require them to take part in frequent and regular flights.

**1.7. Waiver Due to Combat Mission or National Emergency.** MAJCOM commanders may waive any requirements of this instruction when necessary to carry out a combat mission or during a state of national emergency.

**Section B--Flight Authorization**

**1.8. Aircraft Flight Authorizations.** Commanders issue written authorizations documenting Air Force aircraft flights. MAJCOMs design and authorize appropriate formats for this action, or approve use of local forms. A commander's verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Issue follow-on written confirmation of this order as soon as possible.

1.8.1. The flight authorization, as a minimum, must include:

- 1.8.1.1. A designated pilot-in-command or formation flight leader of each flight or flight element.
- 1.8.1.2. Name, grade, and crew position of each aircrew member.
- 1.8.1.3. Type, serial number, call sign of aircraft or formation and mission symbol.
- 1.8.1.4. Place from which the flight will depart plus "on-or-about" departure date.
- 1.8.1.5. An itinerary and the phrase "Variations in itinerary authorized."

**1.9. Authorization for Using US Air Force Aircraft.** Commanders authorize aircraft flights to support command operations.

1.9.1. Commanders must also ensure each flight is in the direct interest of government business and does not exceed flying hour allocations without specific approval. Commanders must *not* authorize flights for personal convenience or recreation.

★1.9.2. The transportation of passengers and cargo will be in accordance with DoD 4515.13-R, *Air Transportability Eligibility*, November 1994. Orientation flights may be approved as provided in DoD 4515.13-R and related correspondence.

1.9.3. Commanders may use Air Force aircraft under their control to:

- 1.9.3.1. Perform tactical and combat operations.
- 1.9.3.2. Train aircrew personnel and evaluate aircrew performance.
- 1.9.3.3. Allow aircrews to meet the flying requirements of this instruction.
- 1.9.3.4. Further national health, safety, or interests, to include saving of human life if a medical officer indicates the situation involves possible loss of life, limb, or sight (DoD 4515.13-R).
- 1.9.3.5. Cooperate with foreign governments as directed by HQ USAF.
- 1.9.3.6. Perform other official missions as required.

★1.9.3.7. Conduct the Air Force Orientation Flight Program according to DoD 4515.13R and MAJCOM guidelines.

1.9.3.7.1. The orientation flight approval authority for military members or their spouses, DoD civilian employees, ROTC and CAP affiliates, Explorer Scout participants, and FAA employees is at the discretion of the MAJCOM, ANG, or AFRES Director of Operations, but will not be delegated lower than the wing commander (or comparable level).

1.9.3.7.2. Federal and foreign national government officials must be approved by HQ USAF/XOO (this authority may not be delegated). HQ USAF/XOO will inform HQ USAF/CC/CV/XO of approval.

1.9.3.7.3. Orientation flights involving members of Congress and their staffs must be coordinated through SAF/LL and approved by SECAF.

1.9.3.7.4. HQ USAF/XOO must approve any orientation flight that does not meet DoD 4515.13R definition criteria.

1.9.3.7.5. The USAF conducts orientation flights to reward and motivate individuals, ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF. There are four types of orientation flights:

1.9.3.7.5.1. Incentive Flights: Providing a visible reward to military personnel for outstanding service and to motivate others to similar performance levels.

1.9.3.7.5.2. Distinguished Visitor (DV) Flights: Displaying USAF weapons systems to individuals so they gain a better understanding of the particular mission.

1.9.3.7.5.3. Familiarization Flights: Familiarizing individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.3.7.5.4. Spouse Orientation Flights: Allowing commanders to influence a spouse's attitude toward the USAF by providing a firsthand look at the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all skills, service-wide program. These flights must adhere to the following:

1.9.3.7.5.4.1. Will be provided within approved flying hour programs.

1.9.3.7.5.4.2. Will not use aircraft that require routine oxygen breathing equipment, are equipped with ejection seats, or have automatic escape devices that require

special training.

1.9.3.7.5.4.3. Simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, and terrain following profiles are prohibited.

1.9.3.7.5.4.4. A qualified pilot will occupy either the pilot or copilot seat throughout the flight. Under no condition will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.9.3.7.6. MAJCOMS, ANG, and AFRES will administer this program IAW DoD 4515.13R and the above guidelines. They will maintain appropriate documentation on activity levels and periodically evaluate the program effectiveness.

1.9.3.7.7. MAJCOMS, ANG, and AFRES will ensure that foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied for foreign official orientation flights within their area of responsibility.

1.9.3.7.8. MAJCOMS, ANG, and AFRES will forward copies of their supplements to this program to HQ USAF/XOOT and HQ USAF/XOFM.

1.9.3.7.9. Public Affairs orientation flights for prominent US citizens, civic leaders, news media representatives, etc., are now approved IAW DoD 4515.13R, Chapter 3, and Public Affairs channels guidance.

## **1.10. Authorization To Perform Inflight Duties in Air Force Aircraft.**

1.10.1. A person may not perform duties in Air Force aircraft unless specifically authorized and physically and physiologically qualified. Unit commanders may restrict individuals from performing inflight duties in the unit aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders may authorize the following to perform aircrew and operational support duties in Air Force aircraft:

1.10.1.1. Qualified members of the US Air Force, Army, Navy, Marine Corps, Air Force Reserve, ANG, or Coast Guard of the United States who hold a current aeronautical rating, and are on aeronautical orders to take part in frequent and regular flights.

1.10.1.2. Nonrated officers and enlisted members of US military services on aeronautical orders required to perform mission essential inflight duties on a full time basis as an aircrew member.

1.10.1.3. Operational support fliers on aeronautical orders required to perform essential specific inflight duties on an occasional basis, that cannot be accomplished by regularly assigned crew members.

1.10.1.4. Personnel authorized by competent authority to receive instruction in aircrew duties at Air Force schools.

1.10.1.5. Professionally qualified civilian employees of the US Government. MAJCOM commanders determine individual qualifications.

1.10.1.6. Qualified employees or prospective employees of a government contractor according to the terms and conditions of a current government contract.

1.10.1.7. Foreign nationals according to section C.

1.10.1.8. US Air Force Academy cadets, Air Force Reserve Officer Training Corps (ROTC) cadets, Uniformed Services University of Health Sciences (USUHS) students participating in aviation related activities, and Civil Air Patrol (CAP) cadets are authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. HOSMs will process aeronautical orders for such cadets or students. Neither flying incentive pay nor flying duty credit are authorized.

1.10.2. Do not assign family members to airborne duty on the same aircraft for a given mission. A family member is defined as spouse, brother, sister, parent, or child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis only when unusual conditions dictate.

**1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft.** With MAJCOM approval, aircrew members may perform appropriate duties in non-US Air Force aircraft if it is in the interest of the US Government, approved by the authority who controls the aircraft, and the members are qualified and if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF officer to operationally fly exists, which cannot be accomplished in USAF aircraft. Requests to fly solely for the purpose of qualifying for incentive pay will not be approved. **NOTE:** Performing these duties does not remove military personnel from line-of-duty status.

**1.12. Requirements for Pilots in Dual Controlled Aircraft.** Every flight in dual controlled aircraft requires two pilots with current qualification in the type aircraft being flown.

**1.12.1. EXCEPTIONS:**

1.12.1.1. If operational or command mission requirements dictate that this requirement is not practical.

1.12.1.2. To accommodate training programs for check-out or continuation training for pilots of single-place aircraft.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapon systems officer).

1.12.1.4. To accommodate established programs (for example, indoctrination flying program).

1.12.2. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual controlled aircraft meet this requirement. Except for pilot-physicians, if the aircraft has more than two seats, the flight surgeon or flight test engineer must not occupy a pilot's seat during critical phases of flight.

**1.13. Performance of Pilot Duties by General Officers.**

1.13.1. General officers in commander billets may fly without an instructor pilot in their primary assigned aircraft, if they are current and qualified (mission capable, mission support, or mission ready) according to the applicable aircrew training publication and this instruction.

1.13.2. All other general officers and those commanders maintaining basic qualification or less, must fly with instructor pilots.

1.13.3. General officer flying in single place aircraft is limited to CSAF, commanders, and MAJCOM Director of Operations. General officers maintaining basic qualification in single place aircraft require an instructor pilot in the flight.

1.13.4. Except for CSAF, HQ USAF/CV, MAJCOM commanders (or equivalents), and Unified Command commanders (when filled by a USAF general officer), general officers who are in operational flying status and who do not directly oversee Operational Support Airlift (OSA) aircraft operations should not fly OSA aircraft. MAJCOM commanders may develop further OSA guidelines as necessary.

1.13.5. As a minimum, CSAF and HQ USAF/CV will maintain basic qualification in their assigned aircraft. Minimum and maximum sortie rates do not apply.

1.13.6. MAJCOMs establish additional guidelines and flight requirements as necessary.

**★Section C--Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft**

**1.14. Air Force Policy.** The foreign military personnel listed below are authorized to take part in flights in US Air Force aircraft. Other foreign military personnel (for example, air attaches, other representatives of foreign air forces in Washington, D.C., and Foreign Military Sales [FMS] personnel and Military Assistance Program [MAP] personnel) should be advised to get a waiver of flying requirements from their own government for the duration of their tour in the continental United States (CONUS).

1.14.1. Foreign officers who serve in the US Air Force under the exchange program described in AFI 16-103, *Defense English Language Program and Informational Programs*, perform required frequent and regular flights as part of their duties are given flying privileges according to this instruction.

1.14.2. Foreign military personnel who receive flight training at Air Force training installations are given flying privileges that correspond to their course of training.

1.14.3. Foreign military personnel assigned or attached to the US Air Force or a joint staff, whose duties require such flights as part of joint exercises.

1.14.4. In overseas commands, subject to approval of the proper commander and following the command administrative procedures, military personnel of friendly foreign nations may take part as aircrew members in

flights of US Air Force aircraft operated by the MAJCOM, Defense Intelligence Agency (DIA), US Military Groups (USMILGP), Missions, and Military Assistance Advisory Groups (MAAG) when: the individual is physically, physiologically, professionally, and administratively qualified; a fully qualified US Air Force pilot occupies a pilot position during aircraft operations; and when required by the MAJCOMs, DIA, USMILGP, Missions, or MAAG to help complete their mission.

1.14.5. If not otherwise provided for in this instruction, other foreign military personnel stationed at CONUS installations whose duties require them to fly in US Air Force aircraft must request approval according to paragraph 1.16.

**1.15. Flight Authorizations.** Air Force flying unit commanders may, within the foregoing policy, authorize physically, physiologically, professionally, and administratively qualified military personnel of foreign nations to take part as aircrew members according to this instruction. Although foreign military personnel who take part in flying duties in US Air Force aircraft do not serve in command positions, exchange officers, FMS personnel, and MAP trainees may serve as pilot in command of single-place, multi-place, or formations of aircraft provided they qualify according to the standards set for a US Air Force pilot.

1.15.1. Foreign military personnel must have official flying records in their possession when they request flight duties in US Air Force aircraft or report to the local flight management activity for these duties. After the request for flying is approved, the applicant must fulfill US Air Force physical examination and physiological training requirements before flying.

1.15.2. Flights will be at the minimum level of difficulty consistent with performance of assigned duties. When possible, flights will not exceed either the monthly minimum for pay and currency required by the individual's country or the training level specified in the applicable MAJCOM aircrew training publications, whichever is greater.

**★1.16. Procedures for Processing Requests That Require HQ USAF Approval.** Except as provided in paragraphs 1.14 and 1.15, foreign military personnel with requirements for frequent flights for career or service status purposes, or operational needs, must submit a written request through the local base flight management activity and the proper MAJCOM to SAF/IADD, International Affairs Division, Washington DC 20330-1080, in turn. The letter must include:

- The name, grade, service identification number, and duty status of the applicant.
- Certification of flight status, including rating and date of rating.
- A brief summary of the individual's flight record including types of aircraft and number of

- hours per type aircraft the applicant has flown, date of last flight, and inclusive dates of last 100 hours of flying time.
- The minimum monthly and annual flight requirements of his or her country.
- A statement that the applicant is required by his or her Air Force to fly in order to keep rated status, to avoid jeopardizing service or career status, and to meet flight requirements for pay purposes, and such flight requirements cannot be waived by the service authorities of his or her country.
- A statement that US Air Force aircrew members are authorized reciprocal privileges in the applicant's country.

1.16.1. Base flight management activity endorsement must state the applicant's flight records are correct. It should include comments such as the base's resource capability to absorb the applicant within the local flying program.

1.16.2. The MAJCOM reviews the request and sends it to SAF/IADD with comments and recommendations.

1.16.3. SAF/IADD requests the foreign air attache in Washington, D.C. to verify the information on the request and the applicant's statement of flying requirements, to advise whether the requirements can be waived, and to affirm reciprocal flying privileges for US Air Force personnel. With this information, SAF/IADD approves or disapproves the request subject to concurrence by the appropriate HQ USAF OPR (based upon type of aircraft), then advises the foreign attache and the applicant through MAJCOM channels.

**★1.17. Requests for Exception.** Submit requests concerning foreign personnel to take part in flights in USAF aircraft under conditions other than provided in this instruction or DoD 4515.13R to HQ USAF/XOO. MAJCOM and FOA commanders may approve orientation flights for foreign military or civilian equivalents within their area of responsibility provided all foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied. This authority cannot be delegated below the MAJCOM commander or FOA commander level.

#### ***Section D--Air Force Aircrew Ratio Process***

**1.18. Purpose.** This section provides guidelines and policy for determining and validating aircrew ratios. It applies only to MAJCOM aircraft where aircrew ratios determine authorized crew complement and manning.

#### **1.19. Responsibilities.**

1.19.1. MAJCOMs (includes Air Force Reserve and ANG) initiate proposed changes to existing aircrew ratios or the establishment of aircrew ratios for new aircraft. MAJCOMs should include a detailed analysis of aircraft mission tasking and associated assumptions. Both



wartime and peacetime (funded) aircrew ratios should be addressed. If the peacetime (funded) aircrew ratio is higher than wartime, specific justification should be outlined. This documentation, with rationale for changing or establishing the aircrew ratio, should be forwarded to HQ USAF/XOF and HQ USAF/XOO after coordination with other MAJCOMs having like aircraft.

1.19.2. HQ USAF (XOF, in coordination with XOO) will forward approval or disapproval to the respective MAJCOM. MAJCOMs should seek funding approval

through the normal budget process. HQ USAF/XOOT will use funded aircrew ratios to update peacetime rated requirements. AFI 65-503, *USAF Cost and Planning Factors Guide*, includes funded aircrew ratios.

### **Section E--Administrative Procedures**

**1.20. HQ USAF Waivers.** MAJCOMs may publish HQ USAF waivers in supplements citing the authority (for example, HQ USAF/XOOT letter, date, subject).

## **Chapter 2**

### **FLIGHT MANAGEMENT POLICIES**

#### **Section A--Flying Program**

**2.1. Rated Officer Flying Program.** The rated inventory requires close management ensuring a high state of readiness is maintained with available resources. The authorized rated inventory includes lieutenant colonels and below. To manage this inventory as well as

other rated positions, rated position identifier (RPI) codes are assigned to identify these positions.

**2.2. Flight Management Codes.** FAC codes detail the active or inactive flying activity for each duty position occupied by rated officers.

**Table 2.1. Rated Position Indicator (RPI) Codes.**

<b>Rated Position Indicator (RPI) Codes</b>	<b>Explanation</b>	<b>Remarks</b>
<b>1</b>	Pilot positions used primarily for cockpit duty.	See Note 1
<b>2</b>	Navigator or observer positions used primarily for cockpit duty.	See Note 1
<b>3</b>	Staff or supervisory positions at wing level and below that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
<b>4</b>	Staff or supervisory positions above wing level that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
<b>5</b>	Flight surgeon positions. This code is restricted to AFSC 48XX.	See Notes 3, 4, and 5
<b>6</b>	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbents to actively fly.	See Notes 2, 3 and 4
<b>7</b>	USAF officers not occupying a USAF rated position, but assigned to active flying duties in other than USAF units (exchange officers, etc.).	See Note 6
<b>8</b>	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to actively fly.	See Notes 3 and 4
<b>0</b>	Rated officers assigned to nonrated duties.	See Note 7

#### **NOTES:**

1. RPI 1 and RPI 2 officers are assigned to line flying positions or assigned to formal flying training programs. The primary duty of these officers is flying.

2. RPI codes 3, 4, 6, and 8 identify officers assigned to rated supervisory or staff positions. These positions require rated expertise (RPI 3, 4, 6, and 8) and some require active flying (RPI 6 and 8).
3. If more than one officer is assigned to a RPI-5, RPI-6 or RPI-8 position, only the primary designated incumbent will be assigned an active FAC code and fly.
4. If replacement of the primary incumbent is necessary (for example, PCS, permanent change of assignment [PCA], etc.), the replacement may also be authorized an active FAC code, provided the overlap is not more than 30 days.
5. Qualified medical officers assigned to flight surgeon and pilot-physician positions.
6. Officers assigned to flying positions outside of USAF or duties requiring active flying with foreign services.
7. RPI 0 identifies positions not RPI-coded.

**Table 2.2. Flying Activity Codes (FAC).**

<b>Flying Activity Codes (FAC)</b>	<b>Explanation</b>
1	<b>Force.</b> Officers in RPI 1, 2, 5, or 7 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (RPI 1, 2, 6, or 8) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent
3	<b>Operational Supervisor.</b> Officers in RPI 6, 7, or 8 coded positions not associated with formal flying training who actively fly
4	<b>Rated Supervisor.</b> Officers in RPI 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	<b>Excepted Assignment.</b> Officers not eligible for FAC 1 through 5, whose current assignments require active flying. HQ USAF/XOO approves the use of this code.
7	<b>Inactive.</b> Officers in inactive status.
8	<b>Inactive.</b> Officers performing inflight nonrated duties.
9	<b>Other.</b> Reserved for use only when directed by HQ USAF.

**2.3. Aviation Service Codes (ASC).** ASCs are two-character codes that indicate incentive pay entitlement and flying status. The first character of the ASC is the entitlement status code (ESC) (table 2.3) and identifies aviation career incentive pay (ACIP) or hazardous duty

incentive pay (HDIP) entitlement status. The second character is the FSC and identifies the current flying status. The second character is a numeric when the flier is disqualified or suspended (see table 2.4) and an alpha character for qualified individuals (see table 2.5).

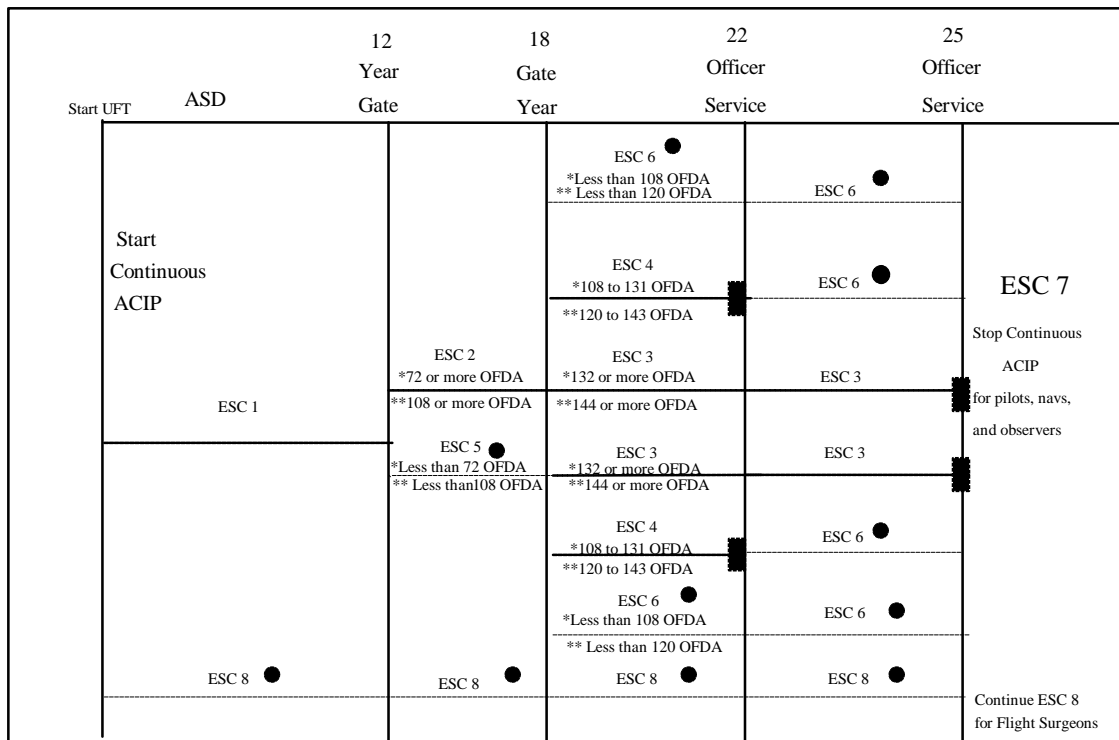
Table 2.3. Entitlement Status Code (ESC), First Character.

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
1	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, or observer who has up to 12 years of aviation service.	1*	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, or observer who has up to 12 years of aviation service.
2	Continuous ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 6 of the first 12 years of aviation service.	2*	Continuous ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 9 of the first 12 years of aviation service.
3	Continuous ACIP (18 to 25 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 11 of the first 18 years of aviation service.	3*	Continuous ACIP (18 to 25 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 12 of the first 18 years of aviation service.
4	Continuous ACIP (18 to 22 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 9, but less than 11 years of the first 18 years of aviation service.	4*	Continuous ACIP (18 to 22 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 10, but less than 12 years of the first 18 years of aviation service.
5	Conditional ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 6 of the first 12 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.	5*	Conditional ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 9 of the first 12 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.
6	Conditional ACIP (18 to 25 years). A pilot, navigator, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 9 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of service as an officer and did not perform operational flying duties for at least 11 of the first 18 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.	6*	Conditional ACIP (18 to 25 years). A pilot, navigator, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of service as an officer and did not perform operational flying duties for at least 12 of the first 18 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.
7	Continuous ACIP terminated. A rated officer (other than flight surgeon) who has completed 25 years of service as an officer. This officer is not entitled to receive continuous ACIP, but may be entitled to receive conditional ACIP if assigned to operational flying duties and the grade is O-6 or below. General officers assigned to operational flying duties may qualify for HDIP under the DoDPM flying requirements.		

Table 2.3. Continued.

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
8	Conditional ACIP (Medical). A flight surgeon ordered to participate in frequent and regular aerial flights, assigned to duties requiring such participation (RPI-5 position), and qualifies for conditional ACIP under DoDPM flying requirements.		
9	Conditional HDIP. A nonrated aircrew member or operational support member ordered to participate in frequent and regular aerial flights or assigned to parachute duty, and qualifies for conditional HDIP under DoDPM flying or jump requirements.		
0	Disqualified or Suspended. An individual disqualified or suspended from aviation service according to AFI 11-402.		

Figure 2.1 ACIP Entitlement Status.



## LEGEND

—————	Continuous ACIP	
-----	Conditional ACIP	● (Must Fly)
*	ACIA of 1974 OFDA Requirements	
**	ACIA of 1989 OFDA Requirements	
■	Continuous ACIP Stopped	

Table 2.4. Flying Status Code (FSC) (Disqualified or Suspended Status).

Flying Status Code (Aviation Service Code, Second Character)--Disqualified or Suspended Status (as defined in AFI 11-402)	
0	<b>Disqualified.</b> Administrative Reasons.
1	<b>Disqualified.</b> Fear of Flying.
2	<b>Suspended.</b> Air Reserve Component assigned rated officer assigned to nonrated duties.
3	<b>Disqualified.</b> Medical disqualification.
4	<b>Suspended.</b> Disqualification action pending. (Do not assign for more than 180 days.)
5	<b>Disqualified.</b> Flying Evaluation Board or failure of nonrated aircrew member to attain aircrew qualification.
6	Flying or jump requirement terminated.
7	Reserved for future use.
8	<b>Disqualified.</b> Voluntary request.
9	Reserved for future use.

Table 2.5. Flying Status Code (Qualified Active and Inactive Flier). (See Note 1)

A	<b>Active-Operational Flying.</b> A rated officer assigned to operational flying duties (excluding Undergraduate Flying Training students).
C	<b>Active-Operational Support (Noncrew member).</b> An individual, other than a rated officer or authorized nonrated aircrew member, who performs frequent and regular aerial flight.
D	<b>Active-Nonrated Aircrew Member.</b> A nonrated member (other than Air Weapons Controllers) ordered to perform aircrew duties authorized in AFI 65-503.
E	<b>Active-Parachutist.</b> A nonrated individual ordered to perform parachute jump duty.
G	<b>Active-Grounded.</b> An officer assigned to operational flying duties not involving flying for a period anticipated to last over 30 days. Assignment to FSC G will not preclude the individual from reassigning the individual FSC S when appropriate. (See Note 2)
J	<b>Inactive-Restricted.</b> An aircrew member restricted from active flying while assigned to nonoperational flying positions.
K	<b>Inactive-Lack of Support Capability.</b> A rated officer who is not flying due to lack of support capability.
L	<b>Inactive-School (Academic).</b> A crew member assigned to a course of instruction of 90 days or more which does not involve flying.
P	<b>Inactive-Separated.</b> A rated officer removed from an active flying position on separation. (See note 2)
S	<b>Inactive-Nonperformance.</b> A rated officer assigned to operational flying duties who did not perform required OFDA duties.
T	<b>Inactive-Indoctrination Flier.</b> A rated incumbent in a nonoperational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year.

Table 2.5. Flying Status Code (Qualified Active and Inactive Flier). (See Note 1)

U	<b>Active-Flying Training Student (Undergraduate).</b> An officer undergoing flying training leading to the award of an aeronautical rating.
W	<b>Active-Nonrated Air Weapons Controller.</b> Nonrated officers who hold DAFSC 13BX and assigned to flying duties aboard E-3, E-8, EC-130, E-2C, P-3, or British AEW aircraft.
X	<b>Active-Pipeline.</b> An undergraduate flying training graduate from the date of graduation from pilot, navigator, or observer training until the sign-in date at the operational duty assignment following completion of formal (AFCAT 36-2223) primary aircraft training.

**NOTES:**

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the commander determines that no flying support capability exists for these officers, assign them an inactive FSC. All rated aircrew members assigned to nonflying duties or nonrated flying are restricted from active rated flying. MAJCOMs assign support flying priorities according to paragraph 2.8 when adequate resources are lacking.
2. AFORMS automatically generates an FSC change for ASCs G and P.

**2.4. Award of Operational Flying Duty Accumulator (OFDA) Credit.** To control the award of operational flying duty credit required by public law, commanders will assign active operational fliers (FSC A) who fail to perform flying duties to a temporary status (FSC S) until: they again meet the requirements of this instruction; are disqualified for Aviation Service; or are reassigned to nonflying duty. Similarly, all AFORMS assigns active rated officers separating from active duty FSC P. The FSC P is effective on the day following the date of separation. Active rated officers recommended for duty not involving flying (DNIF) are identified in AFORMS by a physical availability date and code. When the DNIF is expected to last more than 30 days or has lasted for 30 days, an AFORMS automatically reports the member on the Headquarters Operations Resource Information System interface as FSC G. (The FSC G is for reporting purposes only.) Such personnel are entitled to Operational Flying Duty Accumulation (OFDA). An aeronautical order change is not necessary. Individuals continue to accumulate operational flying duty credit until FSC S applies.

2.4.1. The date that an ASC becomes effective determines when the member's flying or parachute duties, OFDA credit, and incentive pays start or stop. Assign the ASC effective date as follows:

- Use 1 June 1974 for officers rated before 1 June 1974.
- Use the individual's aviation service date for officers entering undergraduate flying training.
- Use the day after sign-out from the losing organization for a PCS move that requires an ASC change. **EXCEPTIONS:**
  - A UFT graduate, upon reaching their first operational duty assignment following completion of UFT, will change from an ASC

"1X" to an ASC "1A" with an effective date the day he or she signs into the operational unit.

- Individuals assigned to an operational duty assignment from UFT then directly to formal training leading to initial qualification in their primary aircraft, will retain ASC 1A until completion of training constituted by a flight evaluation, AF Form 8, **Certificate of Aircrew Qualification**, i.e., KC-10 initial qualification.
- Use the duty effective date for a change in duty that does not involve PCS and requires an ASC change.
- Use the effective date of the RPI code for a change in a RPI code which requires an ASC change.
- Use the anniversary date (same month and day) plus 12 or 18 years, when passing a gate.
- Use the anniversary date (same month and day) plus 25 years, when passing a 25-year officer service date (OSD) (22 year OSD if applicable).
- Use the duty effective date for assignment to nonrated flying or parachute duties.
- Use date as prescribed in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, for disqualification or suspension.

**2.5. Transition Status Codes (TSC).** TSCs allow the flight manager to track the OFDA requirements for rated officers, after the Air Force transitioned from the *Aviation Career Incentive Act of 1974* to the *Aviation Career Improvement Act of 1989*. The transition occurred on 1 October 1991 and will remain in effect until 1 October 2003. Table 2.6 defines the TSCs and table 2.7 shows OFDA gate requirements.

**Table 2.6. Transition Status Codes (TSC).**

<b>TSC Codes</b>	<b>Explanation</b>
A	Officers who had less than 6 years of aviation service on 1 October 1991
B	Officers who had at least 6, but less than 12 years of aviation service and accrued less than 72 months of OFDA on 1 October 1991.
C	Officers who had at least 6, but less than 12 years of aviation service and accrued 72 months or more of OFDA on 1 October 1991.
D	Officers who had at least 12, but less than 18 years of aviation service on 1 October 1991.
E	Officers who had 18 years or more of aviation service on 1 October 1991.

**Table 2.7. OFDA Requirements Based on TSC.**

<b>TSC</b>	<b>ASC (See Note 1)</b>	<b>OFDA Months Required</b>	<b>Aviation Service (AS)</b>	<b>Continuous ACIP THROUGH</b>
A	1Y	108	12 Years	18 Years AS
(Note 2)		120	18 Years	22 Years Officer Service (OS)
		144	18 Years	25 Years OS
B	1Y	108 or >	12 Years	18 Years AS
(Note 3)		120	18 Years	22 Years OS
		144	18 Years	25 Years OS
C	1Y	72<108	12 Years	18 Years AS
(Note 4)		120	18 Years	22 Years OS
		144	18 Years	25 Years OS
		108<132	18 Years	22 Years OS
		144	18 Years	25 Years OS
		132 or >	18 Years	25 Years OS
D	2Y	72	12 Years	18 Years AS
(Note 5)		108	18 Years	22 Years OS
		132	18 Years	25 Years OS
E	XY	108	18 Years	22 Years OS
(Note 5)		132	18 Years	25 Years OS

**NOTES:**

1. Under ASC, for ASC "XY", 1, 2, or X is the incentive pay entitlement and Y is the flying or disqualified status.
2. If the rated officer at 12 years of aviation service has less than 108 months of OFDA, HOSMs will place the rated officer in "conditional" status ASC "5Y" until 18 years of aviation service when he or she will again be looked at.
3. If at 12 years of aviation service the individual has 72 months of OFDA, but less than 108 months, his or her ASC will change to "5Y" conditional status until 15 years of aviation service. This will flag in AFORMS that the individual needs to be looked at on his or her 15th year of aviation service. If the individual has 108 months of OFDA by the 15th year of aviation service, he or she will receive continuous ACIP until the 18th year of aviation service and their ASC will change to "2Y." If the individual has less than 108 months of OFDA, he or she will remain in conditional status ASC "5Y" until 18 years of aviation service, where HOSMs will again look at the individual.
4. Individuals in this category will be grandfathered to the OFDA requirements under the ACIA of 1974, although they have not reached the 12th or 18th year of aviation service, if they met the OFDA requirements of 72, 108, and 132 months on 1 October 1991. Otherwise, they must meet the OFDA requirements listed above at 18 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.

a. If an individual has 72 months of OFDA, but less than 108 months on 1 October 1991, he or she will receive continuous ACIP through 18 years of aviation service. However, at the 18th year of aviation service they must meet the revised criteria of 120 and 144 months OFDA under the ACIA of 1989 to be paid continuous ACIP through 22 and 25 years of officer service.

b. If an individual has 108 months of OFDA, but less than 132 months on 1 October 1991, he or she will receive continuous ACIP through 22 years of officer service. However, at the 18th year of aviation service they must meet the 144 months of OFDA requirement under the ACIA of 1989 to be paid continuous ACIP through 25 years of officer service.

c. If an individual had 132 months of OFDA on 1 October 1991, he or she will receive continuous ACIP until 25 years of officer service.

5. Individuals with TSCs D and E are totally grandfathered under the ACIA of 1974 and must meet the requirements above for continuous ACIP. If TSC D and E individuals do not meet the required OFDA for continuous ACIP they will enter conditional status.

## 2.6. Rated Operational Flying Duty.

2.6.1. Operational flying is that flying performed in assignments which require maintaining basic rated flying skills. Rated operational fliers must attain and maintain, as a minimum, basic qualification in mission or support aircraft. One of the following indicates the need to fly:

2.6.1.1. The assigned RPI code associated with a specific position.

2.6.1.2. Assignment to a formal course of flying instruction.

2.6.1.3. A case-by-case determination by HQ USAF/XOO when unusual circumstances dictate.

2.6.2. The requirement for the US Air Force to track the flying activity of rated members, other than flight surgeons and UFT students, is based upon the Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989. Both establish the criteria to determine eligibility for ACIP.

2.6.2.1. The 1974 Act set standards of minimum experience necessary to receive ACIP and these are: at least 72 months (6 years) of operational flying completed prior to the 12th year of aviation service and 108 months (9 years) of flying completed by the 18th year of aviation service. Individuals meeting these gates are, if otherwise qualified, entitled to continuous ACIP until the 22nd year of officer service (using an individual's OSD), without meeting a specific flying performance standard. Members who complete at least 132 months (11 years) of operational flying by the 18th year of aviation service receive, if otherwise qualified, continuous entitlement to ACIP until the 25th year of officer service. Those who fail to meet the standards are conditionally entitled to ACIP only through a minimum performance standard by flying an average of 4 hours per month while assigned to operational flying duties. In addition, rated officers with over 25 years of officer service (grade O-6 and below) and assigned to operational flying positions, may receive conditional ACIP.

2.6.2.2. The 1989 Act modified the required gates rated officers must achieve for ACIP entitlement. The new law established revised OFDA requirements of 9, 10, and 12

years vice 6, 9, and 11 years. The effective date for the new criteria was 1 October 1991.

2.6.3. On 1 October 1991, the USAF began transition to the new gate structure. Rated officers with ASDs of 1 October 1985 and later must meet the 9, 10, and 12 year OFDA requirements under the 1989 law. These officers are assigned transition status code (TSC) A. An officer's ASD is normally the date he or she began UFT. TSCs remain in effect until 1 October 2003.

2.6.4. OFDA Computations. For a rated officer to receive credit for a month of OFDA, he or she must:

2.6.4.1. Be assigned to primary or corollary duties that require flying and perform valid flying duties.

2.6.4.2. Be assigned to FSC A, U, or X for at least 15 days within each calendar month that he or she received operational flying credit.

2.6.4.3. Have no more than 18 years of aviation service.

2.6.4.4. Individuals initially assigned to flying duty (FSC A) or returning to such duty from a disqualified or inactive status, other than FSC S, receive OFDA credit from the date of assignment of an active FSC. If such individuals do not fly within 3 months of that date, retroactively change the active duty FSC to FSC S; effective the day following the date of initial assignment of the active FSC. Deduct OFDA credit (which began accruing with assignment of the original active FSC) and terminate OFDA credit. Assign an active FSC when flying begins, effective 2 months before the date of the first flight. OFDA credit begins from that date.

**EXAMPLE:** A member assigned FSC A on 19 December but first flies on 17 April: On 20 March, FSC A becomes FSC S, effective 20 December. Officer accumulated 3 months OFDA credit for January, February, and March. (Do not credit December because less than 15 days was in an active ASC during that month.) The FSC S action deducts the 3 months credited and stops further accumulation. On 17 April, change S to FSC A, effective 17 February. This retroactive change restarts OFDA credit. Do not award OFDA credit for February (less than 15 days assigned), but do award credit for March and April. Credit continues to accumulate until the individual



fails to perform for a period greater than 3 months.

2.6.4.5. When individuals who are actively flying do not perform by the end of the third month following the month in which flying duties were last performed, change FSC to S and stop OFDA credit. The FSC becomes A when flying begins effective on the date of flight. Do not award retroactive credit. **EXAMPLE:** An individual flew on 14 May and did not fly again until 18 November: FSC becomes S on 1 September. Credit OFDA for May, June, July, and August. Change FSC to A on 18 November. There is no OFDA credit for November because

assignment to FSC A was less than 15 days.

2.6.4.6. MAJCOMS have the option to assign professional qualification index (PQI) codes and dates for flying personnel required to attain and maintain qualification status as defined by chapter 4 this instruction. However, if PQIs are used, listed below are alpha/numeric characters used. The PQI code has three digits showing the current training level of each aircrew member, the requirement status at the end of the last unit training period, and an explanation code for prorated or incomplete status according to table 2.8.

**Table 2.8. Professional Qualification Index (PQI) Codes (See Notes).**

First Character		Second Character		Third Character	
A	Mission Ready	1	Met all requirements - no proration	A	Nonavailability of aircraft-maintenance
B	Mission Capable or Mission Support	2	Met all requirements - prorated	B	Nonavailability of aircraft - other
C	Basic Qualification	3	Incomplete requirements - continue flying	C	Lack of flying aptitude
D	Mission Qualification	4	Incomplete requirements - discontinue flying or evaluate	D	Medical restriction
E	Initial Qualification			E	PCS or TDY
				F	Failure to use available opportunities
				G	Authorized waiver (See paragraph 1.7)
				W	Pilot Weapon System Officer
				Y	None (Qualification Status 1 only)
				Z	Other

**NOTES:**

1. First Character--Training level shows aircrew member's current status.
2. Second Character--Requirements status indicates each individual's compliance with the prescribed standards of applicable aircrew training publications or this instruction during the preceding training period:
3. Third Character--The reason for prorata or for incomplete training requirements.
4. Change the PQI training level (first character) and PQI date anytime the commander assigns the flier a new training level. The requirement status and reason (second and third characters) reflects the end of the last training period.
5. Ensure PQIs for active fliers is current. Inactive fliers PQI should reflect their last active flying qualification and training date.

**2.7. OFDA Waivers.** The Aviation Career Improvement Act of 1989 authorized the Secretary of the Air Force (SECAF) to waive OFDA requirements for rated officers who are unable to meet their flying gates due to reasons beyond their control. Each year, MAJCOM commanders submit nominations to AFMPC/CC (info HQ USAF/XOO) for staffing to SECAF. To implement this program the following procedures apply:

2.7.1. Except for Acquisition Officers, only rated officers assigned TSCs A, B, and C are eligible for flying gate

waivers. Candidate rated officers must have at least 72 months (6 years) of OFDA credit.

2.7.2. MAJCOM commanders may submit OFDA waiver nominations only when the rated officer failed to achieve gates due to reasons beyond his or her control. For example: banked UPT graduates, extended DNIFs, officers assigned to deactivating/draw down flying units or Air Liaison Officer assignments who cannot be placed into another flying position, and rated officers assigned to nonflying duties necessary to comply with the

requirements of the Goldwater-Nichols Act (joint duty schools/follow-on tours) or the Acquisition Public Law.

2.7.3. Rated officers receiving acquisition bonus monies may not be eligible for OFDA waivers.

2.7.4. Lost OFDA months due to time spent under flying status code K (inactive--lack of support) does not meet this criteria unless the officer was assigned to a unit undergoing draw down or conversion to an aircraft where the individual's specialty was not required (i.e., an F-4 navigator assigned to a unit converting to single place fighters).

2.7.5. Rated officers who received an OFDA waiver are not eligible for a second waiver.

2.7.6. Normally, OFDA waivers will not apply to rated officers who voluntarily turn down a flying opportunity or elect to move to a nonflying position which would preclude the possibility of meeting their OFDA requirements.

2.7.7. AFMPC will document that the above situations existed at the time of assignment to establish an audit trail. (MAJCOMs will verify flying status code K criteria.) This will then be used to verify why OFDA waiver candidates were unable to achieve their flying gates.

2.7.8. Each January, MAJCOM commanders will forward OFDA waiver nominations to AFMPC (include brief, individual narratives and provide info copy to HQ USAF/XOOT).

2.7.9. Submit OFDA waiver requests during the year prior to loss of flight pay. For example, if the officer requests waiver of the first gate, submit the name during the officer's 11th year of aviation service; the 17th year of aviation service for second gate waivers; and the 21st year of officer service for third gate waivers. 2.7.10. After AFMPC verifies that above criteria were met, AFMPC and HQ USAF/XOO representatives will review and forward nominations to SECAF for approval.

2.7.11. MAJCOMs are responsible to ensure each rated officer eligible for an OFDA waiver is considered for a waiver.

**2.8. Taking Part in Flying by Rated Officers.** Public law and DoD directives restrict active rated flying to officers in positions that require maintaining flying skills. If certain SECAF approved mission requirements are more than the number of such officers locally assigned, a minimum number of other qualified members of the authorized rated inventory may also be assigned rated aircrew duties.

2.8.1. Flying duties are assigned in the following precedence:

2.8.1.1. RPI 1 or 2 officers assigned to support the weapon system crew ratio.

2.8.1.2. Student officers assigned to a formal course of flying training.

2.8.1.3. Officers assigned to positions coded RPI 6 or 8.

2.8.1.4. Officers assigned to positions at MAJCOM or FOA level or below coded RPI 3 or 4, or nonrated (RPI 0). Assign such officers to rated aircrew duties on the basis of the most recent aviation service date, if:

2.8.1.4.1. Their assignments provide at least 24 months of local flying availability (12 months at short tour bases) from the date they were first qualified.

2.8.1.4.2. The flying assignment is to an approved operational support mission specifically designated by HQ USAF.

2.8.2. If special circumstances require active flying that is not according to paragraph 2.8.1, HQ USAF/XOO may approve exceptions on an individual case basis (FAC 6).

2.8.3. Do not assign active flying duties to members who are scheduled for an academic instruction course of 90 days or more.

2.8.4. Reserve officers not on extended active duty may be placed in inactive status when assigned to rated duty positions where flying experience, but not current flying, is required.

2.8.4.1. Send requests for removing Reservists from flying to HQ AFRES/DOTS (with copies to HQ USAF/REO and HQ USAF/XOOT) for approval.

2.8.4.2. Send requests for removing ANG personnel from flying to NGB/CF (with a copy to HQ USAF/XOOT) for approval.

**2.9. Additional Ratings.** The pilot rating is the primary aeronautical rating for personnel who possess the additional aeronautical rating navigator. These officers comply with pilot requirements of this instruction and applicable Air Force aircrew training publications.

## **2.10. Flight Surgeon Flying Policy.**

2.10.1. A flight surgeon who has an additional pilot or navigator rating, and assigned to a flight surgeon position (RPI-5) flies only as a flight surgeon. HQ USAF/XO authorizes exceptions upon request, with complete justification from the Surgeon General (HQ USAF/SG). Flight surgeons who hold valid pilot or navigator ratings are entitled to conditional ACIP commensurate with their flight surgeon equivalent entitlements status. Operational flying duty credit is not authorized.

2.10.2. Flight surgeons, if otherwise qualified, are authorized active flying status and conditional ACIP only when assigned to RPI-5 positions with duty Air Force specialty code (DAFSC) 48XX. When assigned to other positions, they must be placed in an inactive flying status. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons flying under this category will log only other flight time. Paragraphs 2.15.3 through 2.15.5 apply.

2.10.3. Pilot-Physician Procedures. AFI 11-405, *The Pilot Physician Program*, prescribes procedures for the US Air Force Pilot-Physician Program. Pilot-physicians remain conditional fliers for ACIP entitlement and do not earn

OFDA. Active flying pilot-physicians should be assigned ASC 8A, FAC 9, and RPI-5. Retain them in ESC 8 beyond 25 years of officer service. Credit flight time logged as a pilot towards advanced pilot and flight surgeon ratings and ACIP entitlement.

## **2.11. Taking Part in Flying by Nonrated Members.**

2.11.1. Nonrated officers who hold an air weapons DAFSC (13XX), assigned to duty aboard E-3, EC-130, E-8, E-2C, or British airborne early warning (AEW) aircraft in a B, K, or Q prefix DAFSC are designated as air weapons controllers (FSC W). They are entitled to hazardous duty incentive pay at the air weapons controller rates prescribed by Title 37, United States Code, Section 301.

2.11.2. All other qualified personnel assigned designated aircrew duties established in AFI 65-503 are shown as nonrated aircrew members (FSC D). These individuals primary full-time duty is to be on board the aircraft to accomplish the primary mission.

2.11.2.1. Enlisted aircrew members require a DAFSC prefix of K, Q, or X.

2.11.2.2. Nonrated officer aircrew members must be assigned to duty positions with an AFSC prefix of B, F, K, Q, or X. (When a nonrated officer fills a position as a commander (A prefix) and as an aircrew member (B prefix), remark on the individual's aeronautical order "member occupies a B prefix position.")

2.11.2.3. FSC J or L identifies nonrated crew members when not assigned to active flying positions.

2.11.3. FSC C identifies nonrated personnel required to perform specific inflight duties which cannot be accomplished by rated or nonrated aircrew members. These individuals may be required to fly frequently and regularly. However, their assigned full-time duties do not require them to be onboard the aircraft to accomplish its primary mission. When their requirement to fly terminates, flight record responsibility ends.

2.11.4. Aerospace physiologists (DAFSC 43AX) and Aerospace Physiology Technicians (AFSC 4M0X1) who are platform instructors may fly on a noninterference basis. Neither flying incentive pay nor flying duty credit are authorized with the exception of personnel who fly in support of high altitude airborne missions. Paragraphs 2.15.3 through 2.15.5 apply.

2.11.5. Other nonrated members who fly occasionally to perform specific official tasks (e.g., perform duties on the

ground at destination or points enroute) will have aeronautical orders published according to this instruction. Paragraphs 2.15.3 through 2.15.5 apply. Members who fly occasionally to obtain familiarity with the flying environment do so under the guidelines of paragraph 1.6. Individuals in both categories will fly on a noninterference basis. Neither flying incentive pays or flying duty credit are authorized.

## **Section B--Supervisory Operational Flying Positions**

**2.12. Supervisory Position Criteria.** To conserve available resources, clearly identify those rated supervisory positions where the incumbent must actively fly in RPI-6 and RPI-8 positions to perform assigned duties.

## **2.13. Rated Supervisory Flying.**

2.13.1. Rated supervisory flying is necessary to ensure that appropriate staff officers maintain a current and comprehensive background in the overall flying operations of the organization. Although occasional indoctrination flights normally maintain inactive rated staff officers at an acceptable level of experience for their jobs, it is Air Force policy that key supervisors closely involved in their organization's flying mission must maintain their basic flying skills sufficiently to provide them with expert awareness of most aspects of that mission.

2.13.2. Rated supervisory flying should be performed to the maximum extent possible in primary aircraft authorized (PAA) associated with the position. However, in the interest of fiscal responsibility, when PAA resources are not available or not practical to use, and maintenance of flying skills is mandatory, rated supervisory flying may be performed in the most cost-effective aircraft available.

2.13.3. Commanders authorized to designate rated supervisory positions must minimize the impact of such flying and only those rated positions where active flying is essential are designated as RPI 6 or 8. Designating authorities are:

2.13.3.1. **General Officer.** The Chief of Staff designates general officer operational flying positions. MAJCOMs are not authorized to make adjustments without the Chief of Staff's approval (see table 2.9).

**Table 2.9. USAF General Officer Operational Flying Positions.**

Duty Title	Organization
Chief of Staff	HQ USAF
Vice Chief of Staff	
Commander, Vice Commander, and Director of Operations	ACC, AETC, USAFE, PACAF, AMC, AFMC, AFSPACECOM, and Numbered Air Force (Active and Reserves, except in AFSPACECOM)
Commander	Flying Wings in ACC, AETC, AFSOC, USAFE, PACAF, AMC, AFRES, ANG
Commander	AFOTEC, USAF WTC, USAF AWC, AFDTC, AFFTC, and ASC
Commander and Vice Commander	AFSOC
Superintendent and Commandant of Cadets	USAFA
Commander or Vice Commander (as appropriate)	National Guard Bureau
Commander	Air University
Director and Deputy Director	Air National Guard
Chief, Deputy Chief, Vice Commander, and Director of Operations	Air Force Reserve
<b>The following positions are outside the Air Force, but filled by USAF general officers</b>	
Deputy	USCINCEUR
Commander	NORAD
Commander	E-3A Component Command
Deputy Commander	JSOC

2.13.3.2. **Colonel.** MAJCOMs designate colonel active flying positions (RPI 8), forwarding AF Form 480, **Rated AFSC Justification**, for review and approval to HQ USAF/XOOT (see AFI 38-201, *Determining Manpower Requirements*). Colonel flying positions should only be for individuals who directly supervise aircraft flying operations, flight safety, and operational readiness programs. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program.

2.13.3.3. **Lieutenant Colonel and Below.** MAJCOMs designate Lt Colonel and below supervisory positions that require active flying. MAJCOMs may approve changes from RPI 3 to RPI 6. Send AF Forms 480 involving conversion of RPI 4 to 8 to HQ USAF/XOOT. MAJCOMs will ensure these positions are kept to a minimum. Should positions not warrant full time flying there may be justification for the individual to participate in the indoctrination flying program.

**2.14. Supervisory Position Limitations.** MAJCOMs will establish a mechanism to review RPI 8 supervisory flying positions whose incumbents are assigned FSC K (lack of support) when adequate support will not be available within 6 months. Where practical, return such positions to RPI 4.

**2.15. Flying by Individuals in Inactive Status.** Occasionally, a rated officer in inactive status may be

required to perform operational flying on a temporary basis to complete a specific official task (for example, to evaluate an operational flying procedure, review flying training effectiveness, take part in a flying exercise or test program, or become familiar with a specific operational weapon system and procedure). The following policy applies:

2.15.1. MAJCOMs (or MAJCOM equivalents) authorize and select rated staff positions for indoctrination flying. Indoctrination flying allows inflight observations of mission equipment or procedures that will benefit the organization. Incumbent must request to fly. Take a conservative approach in designating these positions. MAJCOMs (or MAJCOM equivalents) will establish the request for indoctrination flying and approval according to table 2.10. Limit incumbents to 24 missions per fiscal year. For this purpose, a mission is all sorties performed in a single calendar day. MAJCOMs will identify the incumbent by FSC T.

2.15.2. MAJCOM commanders must approve the use of command aircraft resources for personnel outside their commands.

2.15.3. MAJCOMs must ensure individuals complete before flight, adequate training on emergency procedures, life support equipment, and aircraft systems. Individuals must be physically and, where required, physiologically qualified.

2.15.4. Flights in inactive status are not operational flying duty for aviation career (Gate) or incentive pay

purposes and do not allow authority to change ASCs except to assign FSC T. MAJCOMs will ensure indoctrination flying does not impact on unit training, and will not increase command flying hour allocations.

2.15.5. Obtaining or maintaining aircraft qualification while in inactive status is not authorized. Document

flights on the AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**. Individuals flying in inactive status may not act as pilot in command, and flights in single-place aircraft are specifically prohibited.

**Table 2.10. Indoctrination Flying Approval Authority.**

<b>Approval Authority</b>	<b>for positions in:</b>
HQ USAF/XO	OSD, Air Staff, DoD Agencies, OJCS, Joint Commands, Non-Air Force General or Flag Officers, and FOAs
MAJCOM	MAJCOMs
USAFE	NATO and EUCOM
PACAF	PACOM
ACC	USACOM, USCENTCOM, and USSOUTHCOM

### **Section C--Flight Management Administration**

**2.16. Host Base Flight Management.** The host command designates within the operations group, a host base flight management function to be the base OPR for AFORMS and to accomplish the requirements of these instructions.

2.16.1. Prepare aeronautical orders (AO) according to attachment 6 of this instruction and AFI 11-402.

2.16.2. Maintain all FRFs according to this instruction, AFMAN 37-139, *Records Disposition--Standards* and AFM 171-190. Maintain all active, inactive (except ASC 06) and disqualified aircrew member FRFs at the nearest Air Force HOSM to where the aircrew member maintains their personnel and finance records. Request exceptions to this procedure to HQ USAF/XOOT. **NOTE:** The individual or the flight management office (FMO) may temporarily sign-out FRFs from the HOSM.

2.16.3. Work closely with the servicing flight medical facility to ensure immediate and accurate exchange of flight management and flight medical data. As a minimum, this means:

2.16.3.1. Provide initial flight surgeon notification to the HOSM when required periodic physical examinations have been carried out, or when changes occur in an individual's medical status that affect flying availability. Suspense is one duty day.

2.16.3.2. Send completed medical examination results (AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty**) to the HOSM within 10 workdays. If the medical examination is incomplete due to reasons beyond the member's control, the appropriate medical waiver authority may extend certification to cover administrative processing. The FSO must inform the HOSM via AF Form 1042, if an officer should remain medically qualified even though medical certification may expire.

2.16.4. Continually monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers.

**2.17. Unit Flight Management.** Commanders of flying units and organizations designate within operations, a flight management function to accomplish the requirements of this instruction.

**2.18. Operational Support Aircraft and Aircrew Resource Management.**

2.18.1. The operational support aircraft and aircrew manager must provide all personnel assigned or attached for flying a chance to complete their annual flying requirements. Attached personnel must be responsive to this manager's scheduling requirements. In line with aircrew requirements, attached personnel are used as aircraft commanders, flight instructors, examiners, and as aircrews to perform assigned missions.

2.18.2. If TDY is authorized solely to perform aircrew duties, budgeting and funding for TDY travel of aircrew members assigned or attached for flying is the responsibility of the support manager, regardless of the organization to which the aircrew member is assigned.

2.18.3. For Security Assistance and Defense Attache aircraft and aircrews:

2.18.3.1. Support aircraft for Security Assistance are assigned to HQ AFMC and placed on loan to DSAA.

2.18.3.2. Support aircraft for Defense Attaches are assigned to HQ AFMC and placed on loan to the DIA.

2.18.3.3. Using organizations must comply with the theater air command/AMC rules and instructions that pertain to aircraft operations. Crew qualification, currency, training, and evaluations are the responsibility of the theater air component commander/AMC commander, as applicable, and will be conducted according to HQ USAF guidance and theater requirements. Operational control (as it pertains to the

missions and purposes for which these aircraft are operated) and scheduling of aircraft remains within the using organization.

#### ***Section D--Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft***

##### **2.19. Attachment for Flying.**

2.19.1. Aircrew personnel who are assigned by PCS orders, in active flying positions, to US Air Force units and organizations without flying facilities or aircraft. Individuals must request (in writing) attachment for flying through their chain of command to the MAJCOM. (**EXCEPTION:** If flying support is addressed by a host tenant agreement). This request must include: Individual's name, rank, Social Security number (SSN), aviation service date, officers service date, aviation service code, aeronautical rating (or ratings), expected duration of assignment, DOS, assigned duty position, RPI code, and position number. The aircraft last qualified in, date last flown, requested unit of attachment and point of contact. Individuals should coordinate attachment with requested units prior to submitting formal request.

2.19.2. Attachment units must provide resources necessary to complete and maintain the minimum training requirements established in the applicable aircrew training publications. They will also be responsible for maintaining the flight evaluation folder.

##### **2.20. Flying With ANG Units.**

2.20.1. The Director, ANG, and the respective State Adjutant General must concur on all active duty flying with ANG units. Flying is restricted to Air Force advisors, and aircrews who inspect, standardize, evaluate, augment, or assist in unit conversion.

2.20.2. Except for flights authorized under

MAJCOM/ANG interfly agreements, active duty aircrew members require ANGRC/DO by-name authorization to fly with ANG units. By 15 January each year, MAJCOMS must submit a composite list to ANGRC/DOV, info HQ USAF/XOOT, requesting approval for aircrew requiring support. MAJCOMS should update this list as changes occur. Requests will include the following information:

- Name and rank.
- Office symbol (e.g., 9 AF/DOV).
- Primary aircraft MDS (e.g., F-16C, C-130E).
- Aircrew position (e.g., IP, IN, IL).

2.20.3. Active duty aircrew members authorized to fly ANG aircraft in accordance with paragraph 2.20.2 may coordinate sortie support directly with unit. They must provide the supporting unit operations group commander with a source for verifying currencies, egress training, flight qualification, etc., before flying. The supporting unit operations group commander is the final authority for determining when active duty aircrew may fly unit aircraft.

2.20.4. All flying will be conducted in accordance with applicable US Air Force, MAJCOM, and ANG instructions.

**2.21. USAFR Bases and Facilities.** Except for Air Force advisors to reserve units, rated officers on extended active duty (EAD) are not attached for flying to USAFR bases or facilities that do not have operational support aircraft. Send requests for flying support and requests for exception to HQ AFRES/DOT, Robins AFB GA 31098-5000, with an information copy to HQ USAF/XOOT.

**2.22. Coordination Authorization.** Direct communication with MAJCOMs, NGB, and USAFR concerning attachment of rated personnel is authorized.

## **Chapter 3**

### **FLIGHT DOCUMENTATION**

#### ***Section A--Records Maintenance***

**3.1. Flight and Jump Records and Air Force Operations Resource Management System (AFORMS) Functional Responsibility.** The individual flight or jump record folders are the official source documents for determining incentive entitlement, current flying or jump status, and total experience. HOSMs will maintain flight record folders of aircrew members whose personnel record's are maintained by the unit military personnel flight (MPF) or the Air Force HOSM closest to the

member's MPF. Dispose of Air Force records according to AFMAN 37-139 and this instruction.

3.1.1. Use these records as the basis for USAF flying resource inventory reporting (RCS: HAF-XOO[M&AR]7103). This report provides essential individual flying training information to HQ USAF and MAJCOMs. HOSMs ensure the report is transmitted not later than the 10th of each month (or as soon as possible for special reports). Continue to report during emergency conditions, precedence delayed (Emergency Status Code C-3). Continue reporting during MINIMIZE.

3.1.2. At each flying base, the HOSM office is the single point of contact for the AFORMS and is responsible for the following procedures:

3.1.2.1. FRFs for all flying personnel are kept by an operations system manager supported by the standard AFORMS.

3.1.2.2.1. Base HOSM offices keep the FRFs for assigned, tenant, and attached personnel ordered to take part in regular and frequent flights as aircrew or operational support members. This includes all active and inactive aircrew members and active operational support members.

3.1.2.2.2. The FRFs for disqualified aircrew members (entitlement status 0) are kept for 5 years after such designation. After 5 consecutive years, return the individual FRF to the member.

3.1.3. Initiate a Military Pay Order (MPO) (except for ANG members not on extended active duty and non-USAF members) when:

3.1.3.1. Any member initially meets or fails to meet flight or entitlement requirements for pay.

3.1.3.2. Flight requirements for pay have been met after a period of failing to meet minimum flight requirements (or a period of disqualification has been removed), or an individual otherwise regains entitlement to incentive pay.

3.1.3.3. An individual in conditional entitlement status (ESC 5, 6, 7, 8, or 9) departs PCS to a nonflying position.

3.1.4. Release the FRF to individual custody only after the HOSM receives:

3.1.4.1. Official PCS orders or TDY orders indicating a TDY with another USAF activity for a period of 30 days or more. (Units have the option to transfer records to the gaining HOSM for TDYs.)

3.1.4.2. Official retirement or separation orders.

3.1.4.3. Notice that the aircrew member has been disqualified for more than 5 consecutive years.

3.1.4.4. MAJCOMs will establish temporary sign-out procedures.

3.1.5. The FRFs of personnel assigned or attached to other than USAF activities must be kept by the base designated by the:

3.1.5.1. The parent command for individual aircrew members on duty with other US military services.

3.1.5.2. The MAJCOM with geographical cognizance over the area or country to which the individual is assigned or attached for duty with an allied service or on duty with non-US military agencies.

3.1.5.3. If the individual's FRF is required at the flier's duty station, a master record is kept in AFORMS at the HOSM designated by the MAJCOM.

### **Section B--Logging of Flight Activity (AFORMS)**

**3.2. Background Information.** This section explains the conditions under which personnel are authorized to log flight activity into AFORMS.

3.2.1. Flying data must be recorded and accumulated accurately to provide commanders with meaningful flying experience information to make sure resources are used effectively, and only qualified personnel receive incentive pay. Use AF Form 3526, **AFORMS OMR Event Accomplishment Report**, to enter training accomplishments when using optical mark reader (OMR) equipment.

3.2.2. Design the Air Force flying program so that each individual actively engaged in performing airborne duties maintains at least the basic professional skills necessary to perform in his or her flying specialty. This requires accurately logged flight and simulator activity to record and monitor the accumulation of experience.

**3.3. Definition of Flight Time Categories.** The references in this paragraph to aircraft also apply to synthetic training devices categorized in AFPAM 36-2211, *Management of Air Force Training Systems*, as operational flying trainers or weapon system trainers. Log flying time using only approved aircrew certification codes and aircrew position identifiers as listed in attachment 2.

3.3.1. **Primary Flight Time.** Time logged by a member occupying a designated duty station and actively performing the duty associated with the aircrew specialty. Only qualified aircrew members or aircrew members obtaining qualification in the aircraft can log primary time. **EXCEPTIONS:**

- Members in inactive status who are authorized to fly under the provisions of paragraph 2.15 should only log primary time when actually controlling the aircraft.
- Pilots who maintain qualification in single-place aircraft when completing instrument training or the instrument flight check in similar dual-place aircraft.

3.3.1.1. For pilots, primary time is time actively controlling the aircraft excluding hands on time flown while instructing and evaluating (log such time under instructor or evaluator). It is not predicated on which set of controls is being used (multi-place aircraft), or on the duty position indicated on the flight authorization. Pilots receiving instruction while controlling the aircraft will log primary time.

3.3.1.2. For other crew specialties, log primary flight time only when performing duties at a duty position established for that specialty. Where more than one station is established for the same specialty, primary time may be logged by one member at each such station while actually performing the duties associated with that station (for example, multiple Electronic Warfare Officer positions on a single aircraft). (MAJCOMs will designate which AFI 65-503, *US Air Force Cost and Planning Factors*, authorized crew duty station(s) flight test engineers may occupy during test functions. During

periods when the flight test engineer is not actively performing his or her evaluation/test duties, other time will be logged.) Except under conditions in this paragraph, the total primary time for any specific aircrew specialty must not exceed the total flight time.

3.3.1.3. **Aeromedical Evacuation Crewmembers (AECM)** must fly one mission as a primary crewmember each quarter. As long as this currency requirement is met, AECMs may log secondary time when performing simulated patients duties during aeromedical readiness missions. During periods when the AECM is noncurrent, then only other flight time may be logged when performing simulated patient duties.

3.3.2. **Secondary Flight Time.** Flying time logged by a crew member who is performing inflight duties related to the aircrew's specialty but is not controlling the function of that specialty.

3.3.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary time.

3.3.2.2. For pilots, log secondary time for flying while occupying a duty position having a set of flight controls, yet not actively controlling the aircraft, instructing, or evaluating.

3.3.2.3. For other crew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty (for example, second navigator during airdrop missions, or additional crew members) when dictated by mission requirements.

3.3.2.4. Except under conditions in 3.3.1.2 the total secondary time logged in each specialty may not exceed the total flight time.

3.3.3. **Instructor Flight Time.** Flying time logged by a designated and qualified member while actively performing authorized instructional duties. (Includes "hands on" time during demonstration activities which are part of instructional duties). The member does not have to be occupying a primary duty station established for that specialty but must be actually performing instructor duties. Except under conditions in 3.3.1.2, the total instructor flight time for each aircrew specialty may not exceed the total flight time.

3.3.3.1. Qualified instructor pilots may log instructor time when participating in missions required by paragraph 1.13.

3.3.3.2. Instructors will also log primary, secondary, or other time, depending on their activity, when not performing instructor duties.

3.3.3.3. Log simulator console time as instructor time if the crewmember is qualified as an instructor in the aircraft. When MAJCOMs authorize crewmembers to be instructors in the simulator only, they may log simulator console time as instructor time. MAJCOMs will determine which type of simulators qualify for this approval, i.e., operational flight trainers, weapon system

trainers, etc. Otherwise, log console time as other time for those simulators which do not qualify.

3.3.4. **Evaluator Flight Time.** Flying time flown by a designated and qualified flight evaluator while actively performing authorized flight evaluation duties. (Includes "hands on" time if coincident with performance of flight evaluator duties). The member does not have to be occupying a primary duty station established for that specialty, but must be actually performing evaluator duties. Evaluators will also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties.

3.3.5. **Other Flight Time.** Flying time flown by members who are on the flight authorization, but not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight but not required for the mission.

3.4. **Flight Condition Time.** The categories listed in paragraph 3.3 are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument. Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged must be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. Use the following rules in logging flight condition time. **NOTE:** To log these flight conditions the instructor or evaluator must occupy a duty station with a set of flight controls.

3.4.1. **Primary Night Time.** That portion of primary, instructor, or evaluator flight time logged between the hours of official sunset and sunrise. If a proportionate share of annual flying requirements is prescribed (for example, removal from active flying, PCS, etc.), night requirements are waived. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months. Only pilots, navigators, flight surgeons, and other crew members having night training requirements specified by Air Force or MAJCOM aircrew training publications, may log this time.

3.4.2. **Primary Instrument Time.** The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be



maintained primarily by reference to the flight instruments. Only pilots may log this time.

**3.4.3. Primary Simulated Instrument Time.** The portion of primary, "hands-on" instructor, or "hands-on" evaluator time logged by an individual controlling the aircraft attitude primarily by reference to the flight instruments. Only pilots may log this time.

**3.5. Nonrated Flying Time.** Nonrated aircrew members log flying time, using the proper aircrew certification codes and aircrew position identifiers. Log time only when authorized on aeronautical orders and when actively performing specific inflight duties as designated by flight authorization orders (paragraph 3.9). Aeromedical evacuation crewmembers log time only when listed on the flight authorization and actively engaged in operational air evacuation or air rescue missions; aeromedical research and development inflight; or air evacuation training missions that require AECMs in a crew position, being instructed, or being evaluated.

**3.6. Crediting Flying Activity.** To credit flying activity personnel must be physically and physiologically qualified, under aeronautical orders to take part in frequent and regular flights as aircrew or operational support members (AFI 11-402), in duty status under an approved aircrew certification code and aircrew position identifier, and be designated on the flight authorization.

#### ***Section C--Logging of Flight Activity (General)***

**3.7. Logging Flying Time for Pay.** Credit only flying time logged according to this instruction toward flight pay requirements (**NOTE:** see attachment 2, table A2.3). (**EXCEPTION:** Air Technicians (AT) and Air Reserve Technicians (ART) must be in military status to log time for military flight pay. MAJCOMS define the inflight duties and training events which qualify individuals for incentive pay.)

**3.8. Logging Flying Time by Rated Officers in Inactive Flying Status.** Officers in such status do not log flying time in their rated specialty in US Government aircraft except as provided for in paragraphs 2.10.2 and 2.15. In all such cases, inactive rated officers must be physically and physiologically qualified for aviation service.

**3.9. Nonrated Crewmembers and Operational Support Flying Time.** The inflight position and inflight duties, as authorized by MAJCOM and Air Force directives, determine the proper flying duty or position symbol for logging flying time on AFTO Form 781. This flying time is accomplished by officers and enlisted members when actively performing inflight duties as follows:

**3.9.1. Aircrew Duty.** When on orders and properly assigned to an authorized nonrated aircrew position as part of the regularly constituted aircrew according to AFI 65-503.

3.9.1.1. The principal duties require an individual to perform inflight on a frequent and regular basis.

3.9.1.2. The approved duties are essential to operating the aircraft systems and associated equipment used for completing a mission successfully.

**3.9.2. Operational Support (Noncrew Member) Duty.** When on orders for a specified time and properly authorized to perform inflight duties not prescribed in AFI 65-503 and to supplement a regularly constituted aircrew. He or she is occasionally on flying status for limited periods to perform essential and specific inflight duties. Operational support duties are:

3.9.2.1. Tasks required for a mission which cannot be accomplished by assigned rated or nonrated aircrew members.

3.9.2.2. Specialist support inflight to diagnose aircraft or equipment malfunctions which cannot be duplicated on the ground.

3.9.2.3. Development and inflight testing of specific hardware items when such testing cannot be accomplished by an aircrew member.

**NOTE:** MAJCOMS cannot authorize the use of operational support fliers when inflight duties will be to: assist the flight crew, perform routine maintenance (servicing hydraulic systems, "trouble-shooting" equipment, etc.), or perform equipment inventories.

**3.10. Flying in Other Than Military Aircraft.** Flying time logged according to paragraph 3.6 in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force orders and such flying is inherent in the primary duty assignment of the person concerned. Aircrews must document flight time on a flight log and except for Civil Air Patrol missions, be in aircraft with 450 horsepower or more.

**3.11. Responsibility of Pilot in Command.** Enter and credit flying time on an individual's flight record only when flown according to this instruction and properly logged on AFTO Form 781. The pilot designated as "in command" of the aircraft is responsible for making sure the appropriate form is dated and properly completed. These forms provide an accurate record of pertinent flight data for personnel authorized to take part in the flight.

**3.12. Logging Flying Time in Non-US Air Force Aircraft.** Only members performing inflight duties authorized by paragraph 1.11 may log flying time in non-Air Force aircraft for credit towards OFDA requirements or incentive pay. Otherwise only Other flight time can be credited in an individual's flight records.

**3.13. Forms Prescribed.** The following forms are prescribed for use in support of USAF flight management:

3.13.1. AF Form 922, **Individual Jump Record.**

3.13.2. AF Form 1520, **AFORMS Mission/Multi-Crewmember Scheduled Event Input.**

3.13.3. AF Form 1521, **AFORMS Individual Scheduled**

**Event Input.**

3.13.4. AF Form 1522, **AFORMS Additional Training Accomplishment Input.**

3.13.5. AF Form 3520, **Air Crew/Mission Flight Data.**

3.13.6. AF Form 3526, **AFORMS OMR Event Accomplishment Report.**

## Chapter 4

### AIRCREW TRAINING PROGRAM

#### *Section A--The Training Program*

**4.1. Program Goals.** The Air Force Aircrew Training Program will ensure each aircrew member obtains and maintains as necessary, the qualification and proficiency needed to effectively perform their unit or command's mission. Programs should strive to minimize the amount of retraining necessary when flying personnel return to duties in aircraft in which they were previously qualified.

#### **4.2. US Air Force Aircrew Training Program Policy.**

Use the US Air Force Aircrew Training System (ATS) and formal aircrew training courses according to AFCAT 36-2223, *US Air Force Formal Schools*, to make sure that flying personnel are trained and developed to their best potential.

4.2.1. Operational capability depends on the quality of assigned aircrews. Commanders at all levels are responsible for training, evaluation, and flying safety programs. Include analyzing accident or incident reports, aircrew evaluation data, and unit training data to identify and correct deficiencies.

4.2.2. Completing formal flying training courses (AFCAT 36-2223) is the preferred method for qualifying personnel in a specific aircraft and assigned mission. If such courses are not available or attendance is not considered practical, train aircrews according to Air Force or MAJCOM aircrew training directives. Special recurring flying training acquired by contract is governed by AFI 36-2202, *Special Training*.

4.2.3. Aircrew members continuation and additional training events/tables are maintained in AFORMS. Continuation training programs and requirements can be set up for at least a 6 month training period and provide for quarterly training progress reviews. MAJCOMs may set up continuation training programs for other than a 6-month training period.

4.2.4. The following directives are established for guidance:

4.2.4.1. Air Force and command published aircrew training directives for training flying personnel in specific aircraft (Air Force aircrew training publications).

4.2.4.2. Air Force publications such as flight manuals (AFI 11-215, *Flight Manual Procedures*) and instrument or navigation training publications (AFMAN 11-212, *Instrument Flying* and AFPAM 11-216, *Air Navigation*).

4.2.4.3. Command publications such as aircraft operational procedure publications (MAJCOM aircrew operational procedures).

4.2.5. Establish and maintain aircrew training programs and systems according to AFI 36-2201, *Developing Military Training Programs*, and AFPAM 36-2211, *Management of Air Force Training Systems*, to gain maximum benefit from all available training resources (for example: aircraft, flight simulators, instrument trainers, ranges, contracted training, computer based training, courseware, publications).

4.2.6. Aircrew members on active flying status must maintain flying training standards according to Air Force and MAJCOM aircrew training publications.

4.2.7. The training level of each aircrew member according to approved training programs includes:

4.2.7.1. **Initial Qualification Training (Phase I).** An aircrew member engaged in training needed to qualify for basic aircrew duties in an assigned position for a specific aircraft, without regard for the unit's operational mission.

4.2.7.2. **Mission Qualification Training (Phase II).** An aircrew member engaged in training needed to qualify in an assigned aircrew position to perform the command or unit mission.

4.2.7.3. **Continuation Training (Phase III).** An aircrew member engaged in training to maintain and develop qualification acquired in Phase I or Phase II training. An aircrew member in Phase III training may be assigned mission ready, mission capable, or basic qualification status.

4.2.7.3.1. **Mission Ready.** An aircrew member who has satisfactorily completed training prescribed to be fully qualified to perform the command or unit operational mission.

4.2.7.3.2. **Mission Capable/Mission Support.** An aircrew member who has satisfactorily completed training prescribed to perform the unit mission but who does not maintain mission ready status.

4.2.7.4. **Basic Qualification.** An aircrew member who has satisfactorily completed training prescribed to maintain the skills necessary to fly the unit aircraft. The member must perform at the minimum frequency necessary to meet the most recent sortie and flight standards set for that weapon system.

#### 4.3. Responsibilities Assigned (Table 4.1).

##### 4.3.1. HQ USAF OPRs:

4.3.1.1. Provide policy to the MAJCOMs on the US Air Force Aircrew Training Program.

4.3.1.2. Monitor MAJCOM programs to make sure that training is adequate.

4.3.1.3. Validate resource requirements for formal flying training courses as requested by a MAJCOM.

4.3.1.4. Set priorities for formal flying training courses when facilities cannot accommodate all requirements.

4.3.1.5. Establish formal training requirements and rates (if required).

4.3.1.6. Review and maintain MAJCOM aircrew training publications and supplements.

4.3.2. MAJCOMs. MAJCOMs work with the Major Command of Primary Responsibility (MCOPR) to establish and maintain (in coordination with other using commands) a single document to standardize qualification and flying and aircrew training requirements for aircraft of the same basic design series (regardless of mission designation and command of assignment).

4.3.3. For Air Force Reserve (USAFR) and ANG, the gaining commands establish and maintain (in coordination with the proper reserve forces) aircrew training publications for which they are designated MCOPR. **EXCEPTION:** C-26, RF-4, and F-16 (Air Defense) aircraft.

**Table 4.1. MAJCOM and HQ USAF OPRs by Aircraft.**

MAJCOM OPR	HQ USAF OPR	AIRCRAFT
AETC and USAFA	XOOT	T-37, T-38, T-41, T-3, TG-7A, UV-18, EFS
AMC	XOFM	C-5, C-9, C-12, C-17, C-20, C-21, C-22, C-23, VC-25, C-29, WC-130, C-135, WC-135, C-137, C-141, KC-10, KC-135
AFSOC	XOFU	MC-130, AC-130, MH-53J, MH-60G (SOF), HC-130 (SOF)
ANG	ANGRC/DO	C-26, RF-4, F-16 (Air Defense)
ACC	XOFI	U-2, RC-135, E-3, OA-10, E-8, EC-130E
	XOFC	B-52, B-1B, B-2, A-10, C-27, F-15, F-16, F-16R, F-111, F-117A, F-22, HC-130 (Rescue), HH-1, HH-3, H-60 (Rescue)
	XOFE	EF-111, EC-130H, F-4G
	XORS	E-4, EC-135
	XOFM	C-130

### Section B--Training Requirements

#### 4.4. Qualification Training.

4.4.1. Aircrews receive training as specified in the applicable aircrew training publications. MAJCOMs prescribe qualification training in aircraft or crew positions which do not have Air Force publications.

4.4.2. The initial qualification training period begins on the date of the first aircraft flight. Complete this training within 4 months unless otherwise specified by the applicable aircrew training publication or MAJCOM directive. MAJCOMs must make sure that personnel start training within 3 months after reporting for duty. Complete flight evaluations and examinations by the end of the qualification training period. Send requests for exception to MAJCOMs for approval.

4.4.3. Rated personnel must complete a proportionate share of Phase III training requirements starting with the

first day of the month after qualification training is finished. Aircrew members assigned to flying duties are required to complete annual comprehensive training and testing covering emergency and life support equipment and procedures for their assigned aircraft.

4.4.4. Personnel returning to active flying status are normally qualified by the command conducting the appropriate formal training course. For example, an individual with an F-16 assignment to Pacific Air Forces (PACAF) is qualified at the F-16 schoolhouse in Air Education and Training Command (AETC).

4.4.5. All Air Force flying units will document training for parachutists and flying individuals in AFORMS. Do not use AFORMS to track training for nonflying individuals.

4.4.5.1. Use the following forms when documenting aircrew training in AFORMS: AF Form 1520, AF Form 1521, AF Form 1522, and AF Form 3526.

**4.5. Requirements Before Removal From Active Flying.** This paragraph applies to flying personnel being retired, separated, placed in inactive status, or reassigned to nonflying positions. Training requirements apply through the fourth month before an individual is removed from active flying. For example, a person who retires or starts terminal leave on 1 July must complete requirements through March (paragraph 5.13).

**4.6. Requirements Before Permanent Change of Station (PCS) or Temporary Duty (TDY) by Rated Members on Active Flying Status.**

**4.6.1. Requirements for PCS.** Complete a proportionate share of flying requirements by the end of the month preceding the date of departure from the old station.

**4.6.2. Requirements for TDY.** Complete a proportionate share of flying requirements by the end of the month preceding the date of departure from permanent station.

**4.7. Prorating Flying Requirements.** Prorate

continuation flying training sorties, tasks, and events if an aircrew member is not available for flying duties (for example, PCS, nonflying TDY, duty not involving flying (DNIF) status, or emergency leave). Requirements prorated are in direct proportion to the number of days of nonavailability. Proration must be established by aircraft in each flying training directive.

**4.8. Flight Surgeon Flying Requirements.**

**4.8.1.** Flight surgeon flying requirements are according to the appropriate aircrew training publications, but in no case are they less than those in table 4.2.

**4.8.2.** Give assigned and attached flight surgeons every opportunity to fly in the unit's primary mission aircraft. Flight surgeons must fly at least 50 percent of their annual minimums in primary unit aircraft unless assigned or attached to operational units equipped only with single place aircraft. Waiver authority for this paragraph is HQ AFMOA/SGPA (send info copy to HQ USAF/XOOT and appropriate MAJCOM/SGPA).

**Table 4.2. Flight Surgeon Sorties and Training Requirements (See Notes).**

Sortie	Semi-Annual Period	Annual Sorties
Total	Minimum: 6	Minimum: 12
Night	Minimum: 1	Minimum: 2

**NOTES:**

1. Credit no more than one sortie per single calendar day. **EXCEPTION:** Credit reserve forces flight surgeons with a maximum of 2 sorties for separate flights performed in a single calendar day, provided the interval between flights does not exceed 60 days and a minimum of 6 missions is flown each 6 months.
2. A night sortie is where 1 or more hours of night time is logged.
3. Flight surgeons are conditional fliers and must meet DoDPM flying requirements for entitlement to ACIP.
4. To maintain currency, time between flights must not be more than 60 days. Notify the command surgeon when time between flights exceeds 60 days. MAJCOMs establish procedures for flight surgeons to regain flying currency.

## Chapter 5

### AIRCREW REQUIREMENTS

#### Section A--Recurring Requirements

##### 5.1. Qualification Requirements.

**5.1.1.** Pilots and navigators must successfully complete periodic qualification written examinations and flight evaluations in each mission or design aircraft in which currency is maintained, as described in paragraph 5.5.

**5.1.2.** Nonrated aircrew members who perform aircrew duties must successfully complete the qualification written examination and flight evaluation in the primary equipment or systems in which they are qualified as described in paragraph 5.5. MAJCOMs determine additional requirements for multiple qualification.

5.1.3. Flying personnel who are not directly associated with operating the aircraft, aircraft systems, and associated equipment for mission completion, do not need a written examination or flight evaluation unless specified by the MAJCOM.

5.1.4. Flight surgeons must complete a "closed book" examination covering detailed emergency and life support equipment and procedures for their primary assigned aircraft.

**5.2. Pilot Instrument Requirements.** To receive the Air Force Instrument Rating, pilots must have successfully completed the instrument refresher course, written instrument examination, and instrument flight evaluation (**EXCEPTION:** T-41 and TG-7 pilots).

5.2.1. Commanders of flying organizations may revoke a pilot's instrument rating if the pilot fails to maintain minimum instrument flying skills.

5.2.2. Individuals whose instrument rating is expired or revoked may fly as pilots only in a training program leading to requalification. Limit this flying to visual flight conditions unless accompanied by an instructor pilot in a dual control aircraft.

**5.3. Flight Evaluation Requirements for Copilots.**

Primary duty pilots who occupy copilot crew positions and pilots who fly tactical or mission support (upgrading to first pilot but do not yet meet total time or time in aircraft standards for first pilot qualification) may perform instrument and qualification flight evaluation requirements as pilot or copilot. When minimum flying requirements prescribed by the MAJCOM have been met by mission support pilots, instrument and qualification flight evaluation requirements will be recorded as First Pilot.

**5.4. Flight Evaluation Requirements for Navigators, Weapon Systems Officers (WSO) and Electronic Warfare Officers (EWO).**

5.4.1. Navigators assigned to aircraft that have flight simulators may perform all or parts of the flight evaluation in the simulator.

5.4.2. EWOs and WSOs must meet flying and flight evaluation requirements only in their aircrew specialties.

5.4.3. All navigators on active flying status must attend an instrument or systems refresher course.

**5.5. Timing of Refresher Courses, Examinations, and Flight Evaluations.** MAJCOMs determine the frequency cycle and requisites for evaluations required by this instruction. MAJCOMs may authorize flying organizations to combine instrument and qualification flight evaluation requirements.

5.5.1. Design these programs at a frequency that establishes qualification with a minimum expenditure of resources.

5.5.2. MAJCOM programs also may define "No-Notice" flight evaluations to determine the effectiveness of individual aircrew performance. Commanders establish the criteria to conduct scheduled evaluations before the ground phase is completed, for example if personnel availability precludes completion of the ground phase prior to the scheduled flight evaluation. Using reasonable time limits to complete events, credit these flight evaluations toward recurring requirements.

**Section B--Additional Requirements**

**5.6. Currency for Aircrew Members.**

5.6.1. Currency requirements for aircrew members are listed in the aircrew training publications. MAJCOMs determine similar equipment or systems for aircrew members who fly in more than one mission or design aircraft.

5.6.2. MAJCOM commanders may waive currency requirements in aircraft that are unique to an organization when accomplishment is not practical. In such cases, commanders make sure that aircrew members are thoroughly indoctrinated in all normal and emergency procedures before flight.

**5.7. Loss of Currency or Qualification.** Unless otherwise specified in the aircrew training publications, the following procedures apply after loss of currency or qualification for all aircrew personnel except flight surgeons. If aircrew members are noncurrent for:

5.7.1. **Up to 2 Months.** Must complete with an instructor all delinquent items (such as landings).

5.7.2. **Two to 6 Months (Unqualified).** Must complete qualification flight evaluation given by a flight examiner.

5.7.3. **Over 6 Months (Unqualified).** Must complete initial qualification requirements of the aircrew training publication (see paragraph 4.1).

5.7.4. Document the flight evaluation when it was given to regain currency or qualification.

**5.8. Multiple Qualification.** MAJCOMs may authorize qualification in more than one mission design aircraft for pilots or instructor pilots only when such action is directed by command mission requirements and is economically justifiable. This authority cannot be delegated below MAJCOM level and all multiple qualifications must be reviewed each year. Unless required for unit mission accomplishment, commanders must not permit pilots qualified in primary mission aircraft to maintain qualification in support aircraft. MAJCOMs also determine multiple qualification for aircrew members other than pilots.

**5.9. Physical Examinations.** Flying personnel who fail to successfully complete the required flight physical

examinations according to AFMAN 48-123, *Medical Examinations and Medical Standards*, may not perform inflight duties until they successfully complete the examination. For further action to be taken on personnel who fail to complete the required flight physical examination when due, see AFI 11-402.

**5.10. Physiological Training.** Physiological training is completed according to AFI 11-403, *U.S. Air Force Aerospace Physiological Training Program*.

5.10.1. Requirements are waived for personnel in inactive status (except individuals selected for indoctrination flying). Requalification is completed according to AFI 11-403.

5.10.2. Personnel who perform flying duty in other than their rated specialty (for example, airborne command post duty) must maintain currency in physiological training.

5.10.3. Do not schedule personnel who are delinquent in physiological training to fly.

### **Section C--Administrative Procedures**

**5.11. Requirements While in Inactive Flying Status.** Personnel placed in inactive status need not complete the aircrew, flying, and physiological training requirements of this instruction. Physical qualification must be maintained according to AFMAN 48-123, except for flying personnel in aviation service codes 6J, 7J, 8J, and 9J. When inactive members have been selected and confirmed for assignment to aircrew duties, these individuals must regain currency in physical and physiological training before performing inflight duties. Individuals will regain their physical qualification prior to PCS/PCA.

**5.12. Requirements Before PCS or TDY.** Complete written examinations, flight evaluations, physical examination, and physiological training requirements before departing PCS or TDY, if the due date occurs within 3 months after departure date. However, the qualification written examination and flight evaluation, as well as the instrument flight evaluation, may be waived for personnel:

5.12.1. Departing PCS or TDY for retraining in another type aircraft.

5.12.1.1. Waive qualification examination and instrument qualification flight evaluations for aircrew members retraining in another type aircraft, if the due date of the evaluation is within 3 months of the scheduled last flight in the original aircraft.

5.12.1.2. Do not train personnel in another type aircraft if (on completion of retraining) less than 18 months remain before separation, retirement, or mandatory inactive flying status.

5.12.2. If the planned nonflying TDY is more than 90 days and results in the requirement for a flight evaluation.

5.12.3. Returning from waiver status.

5.12.4. Air University graduating students may delay physiological refresher training until they arrive at their new duty location, if the assigned base is one of the locations with physiological training facilities.

**5.13. Requirements Before Removal From Active Status.** Instrument or qualification flight evaluations, examinations, refresher physiological training, and academic refresher courses are not required if individuals on active flying status are current, and if removal from active flying status occurs during the 4-month period after the due date (paragraph 4.5).

**5.14. Aircrews Flying With Other Than US Air Force Units.** Credit Air Force aircrews on duty with or attached to non-US Air Force units for flying with the requirements of this instruction for the period of duty or attachment if they meet the minimum flying requirements of that service. Individuals assigned flight duties as an exchange officer with non-US Air Force units, do not need to maintain currency in USAF physiological training. Maintain individual flight records, as required.

**5.15. Deficiencies of Aircrew Personnel.** Do not allow aircrew members who fail to pass written examinations or flight/simulator evaluations required by this instruction to fly except under the supervision of an instructor or flight examiner until successful retesting or evaluation is completed. For individuals who maintain multiple qualification, loss of qualification applies only to the aircraft for which the check or examination was administered. Instrument check failures disqualify a pilot in all aircraft in which current. When nonrated aircrew members fail to pass an examination or flight or simulator evaluation, the commander reviews their records at once and takes proper action to retain or to end aviation service.

**5.16. Retraining or Failure to Pass an Examination or Flight Evaluation.** If an aircrew member fails a flight or simulator evaluation or written examination required by this instruction, complete a successful recheck or reexamination within 2 months after date of first failure. MAJCOMs may approve waivers to the 2 month time limit on a case-by-case basis. Every reasonable effort must be made to requalify the individual. Commanders determine the number of flights or reexaminations to be allowed during this period, based on the individual's experience level, present qualifications, and number of hours of training required and available to successfully complete reexamination. The flight evaluation is complete after all items in which failure occurred have been successfully performed.

**5.17. Upgrading Flying Personnel.** Do not expend flying hours to upgrade personnel within 12 months of separation or retirement.

## Chapter 6

### AIRCREW EVALUATION PROGRAM

#### Section A--General Information

**6.1. Program Goal.** The Aircrew Evaluation Program is the commander's tool to validate the effectiveness of aircrew training that pertains to command mission and aircrew flying duties. Training, operational and flying directives and procedures implement aircrew evaluation programs to show mission requirements. This includes documenting individual aircrew member qualifications and capabilities.

#### 6.2. Responsibilities Assigned.

**6.2.1. HQ USAF.** The Director of Operations sets policy and serves as a guide for conducting and executing aircrew evaluation programs. HQ USAF offices of primary responsibility (OPR):

6.2.1.1. Review and maintain aircrew evaluation publications and supplements to them.

6.2.1.2. Monitor and review MAJCOM programs to make sure that policies and guidance set by HQ USAF are adequate.

**6.2.2. MAJCOMs.** MAJCOMs set policy, consolidate information, and administratively oversee the command's evaluation program. Commanders make the Director of Operations or equivalent position responsible for the overall management of the command evaluation program.

6.2.2.1. Establish directives, procedures, and requirements consistent with the command mission to evaluate training programs and the capability of assigned or attached aircrew members to perform their assigned flying duties.

6.2.2.1.1. Establish the frequency cycle and determine requisites for aircrew evaluations.

6.2.2.1.2. MAJCOMs designate areas or subareas considered critical and noncritical for completing their flight evaluations successfully. Unsatisfactory performance in any one critical area or subarea makes the evaluation a failure. Failure in a noncritical area or subarea does not necessarily result in a failure of the flight evaluation. Commanders set procedures for identifying required training, specifying due dates, and making sure training is completed.

6.2.2.1.3. Set up a MAJCOM grading system to show aircrew qualifications and capabilities. Include an intermediate grade level to show a need for additional training.

6.2.2.1.4. Base evaluations on approved HQ USAF and command publications. MAJCOMs determine minimum aircrew evaluation requirements. Record evaluations on AF Form 8 and AF Form 942, **Record of Evaluation**.

6.2.2.2. Make sure units and individuals comply with training, operational, and flying procedures and directives.

6.2.2.3. Establish a trend analysis program to provide analyzed data and significant unit level/MDS trends to agencies responsible for training, supervising, and safety of flying units. Evaluation data should include aircrew weaknesses and discrepancies documented during evaluations. Prescribe a frequency of occurrence for units to formally analyze this data and to identify significant trends.

6.2.2.4. Ensure continuity of mission capability by establishing standardized intercommand instrument and qualification evaluation criteria for like-use aircraft when considered practical. Publish such criteria as joint command evaluation publications. Command responsibilities are in table 4.1 and the MCOPR for the aircraft will lead efforts to develop these documents.

6.2.2.5. Publish, administer, and review command operational procedures and evaluation publications.

6.2.2.6. Send one copy of publications, supplements, changes, or revisions that pertain to command evaluation programs to the proper HQ USAF OPR (see table 6.1) and HQ USAF/XOOT.

**6.2.3. Numbered Air Force.** Numbered Air Force operations staff (and MAJCOM/DOVs without numbered Air Forces [see paragraph 6.3.1]) have a tactical focus and perform the operational role in evaluating unit evaluation and standardization within the flying force. This office:

6.2.3.1. Conducts the command's evaluation program.

6.2.3.2. Establishes and supervises evaluation functions at all echelons.

6.2.3.3. Supervises the aircrew evaluation function in gained units of Air Reserve Component (ANG and US Air Force Reserve (USAFR) to make sure that the unit's aircrew evaluation program is in keeping with the gaining command's aircrew evaluation program.

6.2.3.4. Conducts periodic reviews to make sure the goals of the Aircrew Evaluation Program are reached.

**6.2.4. Wing/Operations Group/Squadron.** At wing level and below, establish the aircrew evaluation function separately from the flying training function of that unit. Design programs to ensure the commander has direct oversight of the standardization and evaluation program.

6.2.4.1. Flight examiners at the operations group level ensure standardization among squadrons and squadron assigned flight evaluators. Nonstandardization/evaluation responsibilities are done by other operations group agencies or in the flying squadrons. At this level, the

emphasis is on standardization; the primary responsibility for evaluation is at the squadron level.

6.2.4.2. The backbone of the evaluation program is the program established by the squadron commander with the flight examiners embedded within the flying squadron. Squadron evaluators perform flight and simulator checks, aircrew testing, publications checks, etc.

6.2.4.2.1. With MAJCOM concurrence, squadron flight examiners may perform evaluations of personnel assigned to squadrons other than their own.

6.2.4.2.2. Squadrons will not attach assigned evaluators outside of their squadrons.

6.2.5. MAJCOMs may establish joint command evaluation directives and procedures with the proper MCOPR (table 4.1).

### 6.3. Standardization and Evaluation (Stan/Eval) Manning Requirements.

6.3.1. **MAJCOM Headquarters.** MAJCOM stan/eval staffs are limited to an administrative role. Rated officer flying and evaluation roles are done at lower echelons of command. For overseas commands and MAJCOMs without numbered Air Forces, MAJCOM stan/eval responsibilities may include an active flying and evaluation role. In this situation, manning will be no more than a section chief, plus one crew per MDS.

6.3.2. **Numbered Air Force Headquarters.** Typical staffs include a section chief, plus one pilot position per MDS. One navigator and one Electronic Warfare Officer position are authorized for applicable MDS's. Other aircrew positions are authorized, as applicable.

6.3.3. **Operations Group Staff.** Operations Group stan/eval sections will have two rated positions. If the Operations Group has more than two types of aircraft assigned, each additional type aircraft is authorized a rated position. One navigator and one Electronic Warfare Officer are authorized for applicable MDS's. Other aircrew positions are also authorized.

6.3.4. **Squadron.** The squadron commander selects squadron assigned evaluators.

**6.4. Senior Evaluator Program.** Numbered Air Force commanders and Operations Group commanders must maintain status as fully qualified flight evaluators in their primary assigned aircraft.

### *Section B--Preparing and Using AF Form 8, Certificate of Aircrew Qualification*

**6.5. Purpose of AF Form 8.** The AF Form 8 is to record and to certify an individual's qualification as demonstrated in required ground and flight evaluation performances. Maintain in the individual's flight evaluation folder (FEF) a complete history of the AF Forms 8 completed on the individual. Organizations may develop computer-generated versions of the AF Form 8, as long as the local versions are an identical image of the form. Any other variant requires HQ USAF/XOOT approval prior to use. Attachment 5 to this instruction details how to maintain the FEF.

**Table 6.1. HQ USAF OPRs.**

MAJCOM	HQ USAF OPR
USAFE, PACAF, ACC	XOFC
AMC	XOFM
AFSOC	XOFU
AETC, AFMC	XOOT

## Chapter 7

### CREW REST AND FLIGHT DUTY LIMITATIONS

**7.1. Background Information.** This chapter explains how rest periods and maximum flying hours for aircrew members in Air Force aircraft are prescribed. It applies to all personnel who operate US Air Force aircraft.

### **7.2. Air Force Policy.**

7.2.1. Aircrew members must receive adequate rest. The prime factors in determining adequate rest are: the total

duty period, the amount of sleep before the day's activity, and the number of hours flown during the current month. The number and type of additional duties, planned free time, and adequacy of crew rest facilities are additional factors.

7.2.2. This chapter gives both the minimum and maximum restrictions allowable. MAJCOM commanders determine whether flight duty time or flying time should



be restricted further or whether crew rest periods should be extended. In determining this, they must consider the fatiguing effects of weather, extremes of temperature, complexity of mission requirements, types of aircraft flown, impaired crew rest, circadian rhythm effect (jet lag), mission delays, and restrictive personal equipment.

**7.3. Main Objectives.** The main goals of restrictions are to specify:

7.3.1. Maximum allowable flight duty periods for basic and augmented crews.

7.3.2. Maximum monthly and quarterly flying hours for aircrews.

7.3.3. Minimum crew rest periods.

7.3.4. Conditions requisite to waiver requirements.

#### **7.4. Terms Explained.**

7.4.1. **Aircrew or Crew.** The full complement of officers and enlisted members required to operate an aircraft and to complete an assigned mission. AFI 65-503 lists authorized aircrew composition.

7.4.2. **Aircrew Member.** An individual who meets all the following standards:

7.4.2.1. Is an aircrew member as explained in AFD 11-4 and AFI 11-402.

7.4.2.2. Is assigned to a position listed in AFI 65-503.

7.4.2.3. Is designated on orders to fulfill specific aeronautical tasks.

7.4.3. **Augmented Aircrew.** A basic aircrew supplemented by additional aircrew members to permit inflight rest periods. As a minimum, an augmented crew provides for inflight rest for crew members, if they are authorized and required for the aircraft or mission being performed.

7.4.4. **Basic Aircrew.** Aircrew positions as explained in the technical order for the aircraft concerned.

7.4.5. **Crew Rest Period.** The crew rest period is the non-duty period before the flight duty period begins. Its purpose is to allow aircrews the opportunity to get adequate rest before performing in-flight duties. Crew rest is free time, which includes time for meals, transportation, and rest. Rest is defined as the condition which allows an individual the opportunity to sleep. Air Force aircrews require at least 8 hours of uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period. These 8 hours of uninterrupted rest must be continuous. When an aircrew member remains at the airfield after flying to perform official duties, the crew rest period begins after termination of these duties.

##### **7.4.5.1. Crew Rest Interruptions.**

7.4.5.1.1. **Official.** Any official business required of an aircrew member interrupts the crew rest period. This includes official business conducted on the telephone. If, during the twelve hour period, crew rest is interrupted so that an individual cannot get 8 hours of uninterrupted rest, the individual must be afforded 8 more hours of

uninterrupted rest, plus reasonable time to dress, eat, travel, etc. It is not the intent of the crew rest policy to authorize routine interruptions of the crew rest period. Any interruption must be made only under the most exceptional circumstances.

7.4.5.1.2. **Unofficial.** Interruptions that are unofficial must be considered by the individual so that the intent of crew rest is met.

7.4.5.2. **Responsibilities.** All USAF aircrews are subject to crew rest requirements, regardless of rank or duty position. When crew rest is violated for an individual, it is the members' responsibility to inform their supervisor and remove themselves from the flight schedule until the above conditions are satisfied.

7.4.6. **Flight Duty Period.** A period that starts when an aircrew reports for a mission or briefing and ends when engines are stopped at the end of a mission or a series of missions.

7.4.6.1. When an aircrew member performs official duties before a mission, compute the flight duty period from the time the member reports to work or reports for an assigned mission, whichever is earlier.

7.4.6.2. For crew rest purposes, deadhead time is computed as flight duty time. If inflight duties are performed by the deadhead aircrew member before entering crew rest, paragraph 7.4.3 applies.

7.4.6.3. Crew rest is required to start and taxi aircraft.

7.4.7. **Sleeping Provisions.** Provisions available when crew bunks or suitable substitute rest facilities are aboard the aircraft.

**7.5. Alert Duty.** MAJCOMs establish alert and compensatory periods in keeping with mission requirements.

**7.6. Minimum Crew Rest Period.** The minimum crew rest period is 12 hours.

**7.7. Maximum Flying Time.** One hundred twenty-five hours logged flight time per 30 consecutive days and 330 hours per 90 consecutive days.

#### **7.8. Maximum Flight Duty Periods.**

7.8.1. In all aircraft, when only one pilot is aboard, a 12-hour maximum flight duty period applies.

7.8.2. Flight publications describe procedures for loss of pressurization, loss of oxygen, loss of control of cockpit temperature, inoperative autopilot, and other inflight malfunctions or emergencies that restrict flight duration and contribute to aircrew fatigue. Such limitations in flight publications that apply take precedence over less restrictive standards in this instruction.

7.8.3. Aircraft commanders must end a flight if safety may be compromised by fatigue factors, regardless of authorized flight duty periods.

### 7.9. Scheduling Restrictions.

7.9.1. Aircrews will not perform flight duty until the requirements of paragraph 7.6 have been met.

7.9.2. Do not schedule aircrews for augmented crew flight duty periods requiring sleeping provisions unless such provisions are actually available in the aircraft.

**EXCEPTION:** See table 7.1.

7.9.3. Aircrew members who have received medical care or who have engaged in activities that may reduce crew efficiency are scheduled to fly only with the concurrence of a flight surgeon.

7.9.4. Aircrew members will not fly:

7.9.4.1. Within 24 hours of compressed gas diving (including scuba); surface supplied diving, or hyperbaric (compression) chamber exposure and aircraft pressurization checks that exceed 10 minutes duration.

7.9.4.2. Within 12 hours after completion of a hypobaric (altitude) chamber flight above 25,000 feet. Personnel may fly as passengers in aircraft during this period, providing the planned mission will maintain a cabin altitude of 10,000 feet MSL or less. For altitude chamber flights to a maximum altitude of 25,000 feet or below,

aircrew members may fly without delay as crew members or passengers if their cabin altitude does not exceed 15,000 feet.

7.9.4.3. Within 72 hours after donating blood. The flying unit commander must approve the donation of blood by crew members in a mobility assignment or who are subject to flying duties within this 72 hour period. Restrict all other active fliers who donate blood from flying until cleared by a flight surgeon.

7.9.4.4. Within 12 hours after consuming alcoholic beverages.

**7.10. Waiver Authority.** Procedures in this chapter may be waived by the:

7.10.1 MAJCOM commander, Chief of the US Air Force Reserve (USAFR), or Director of ANG, if the mission priority justifies the increased risk. At the discretion of the MAJCOM commander, Chief of the USAFR, or Director of ANG, this may be delegated to commanders who have the authority to execute the mission.

7.10.2. Theater commander during impending or actual hostilities.

**Table 7.1. Maximum Flight Duty Periods (Hours).**

Type Aircraft	Basic Aircrew	Augmented Aircrew
Fighter, Attack, or Reconnaissance (Single Control)	12	
Fighter, Attack, or Reconnaissance (Dual Control)	12	16 (Note 1)
Bomber or Reconnaissance (Single Control)	12	
Bomber or Reconnaissance (Dual Control)	24	30
Transport		16 (Note 2)
Transport (Sleeping Provisions)	16	24
Tanker	16	
Tanker (Sleeping Provisions)	16	24
Trainer	12	16 (Note 1)
Rotary Wing (without Auto Flight Control System)	12	14 (Note 1)
Rotary Wing (with Auto Flight Control System)	14	18 (Note 1)
Utility	12	18 (Note 1)

**NOTES:**

1. Applies when basic aircrew requires only one pilot and a second qualified pilot (includes pilots enrolled in a formal AFCAT 36-2223 aircrew training course) is designated an aircrew member to augment pilot duties. Rotary wing with automatic FCS that requires a basic aircrew of two pilots may be augmented by a third pilot.
2. For the purpose of this paragraph, the T-43 and the T-39 may be considered a transport.

**7.11. Forms Prescribed.** AF Form 8, **Certificate of Aircrew Qualification**, AF Form 922, **Individual Jump Record**, AF Form 942, **Record of Evaluation**, AF Form 1381, **USAF Certification of Aircrew Training**, AF Form 1520, **AFORMS Mission/Multi-Crewmember Scheduled Event Input**, AF Form 1521, **AFORMS**

**Individual Scheduled Event Input**, AF Form 1522, **AFORMS Additional Training Accomplishment Input**, AF Form 3520, **Air Crew/Mission Flight Data Extract**, AF Form 3526, **AFORMS OMR Event Accomplishment Report**.

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DCS/Plans Operations

## GLOSSARY OF TERMS

### *Terms*

**Air Force Aircraft**--US Government aircraft under US Air Force jurisdiction.

**Aviation Career Incentive Pay (ACIP)**--Incentive pay for rated officers in an aviation career as authorized in the Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989.

**Aviation Service Date (ASD)**--Effective date of the first order to perform flying duties as an officer. This date is set when the officer first reports, on competent orders, to the aviation activity that has aircraft in which the officer will receive flight training leading to an aeronautical rating (for example, entry date of SUPT, SUNT, or UPT-H class) or date of commission, whichever is later. For flight surgeons the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed.

**Authentication**--The process that makes an administrative order official. Evidence by proper signature or seal that a document is genuine and official.

**Authorized Aircrews**--Aircrews authorized according to AFI 65-503.

**Conditional Entitlement**--The requirement for rated members in an aviation career to meet monthly flying requirements to receive ACIP.

**Continuous Entitlement**--The condition under which rated members in an aviation career are entitled to receive ACIP without regard to flying activity.

**Continuation Training (Phase III)**--Training in which personnel already qualified in their respective aircrew positions maintain their assigned level of proficiency.

**Deadhead Time**--Time computed while traveling in passenger status.

**Flight**--For the purpose of this instruction only, a flight is synonymous with a mission.

**Gate**--Identifies a point in a rated officer's aviation career at which rated utilization is measured according to the Aviation Career Incentive Act and the Aviation Career Improvement Act. Rated Utilization is measured at the 12 and 18 year points of aviation service. A transition period is in effect until 1 October 2003.

**Government Aircraft**--An aircraft owned, operated, or leased by the US Government.

**Hazardous Duty Incentive Pay (HDIP)**--Incentive pay authorized for personnel required to perform flying duties on a frequent and regular basis.

**Instrument Flight**--For the purpose of this instruction only, instrument flight is defined as flight conducted in conditions that do not permit visual reference to the horizon, ground, clouds or water.

**Mission**--For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols) and which may consist of an increment of one or more sorties. For example, a mission may involve two sorties, or in case of an in flight refueling, several missions may be accomplished in one sortie.

**Officer Service Date (OSD)**--Effective date of service as a commissioned, warrant, or flight officer, whether or not served on extended active duty. This is usually equivalent to total federal commissioned service date backdated by any period served as a warrant or flight officer. For flight surgeons, the OSD includes constructive service granted medical officers in the computation of creditable service for basic pay.

**Operational Flying**--Flying performed under competent orders by rated personnel (primarily for mission, support, or training purposes) while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

**Primary Aircrew Member**--Personnel whose primary duty is to fly the unit equipped aircraft.

**Sortie**--An operational flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and:

- The engines are stopped, or the aircraft is on the surface for 5 minutes, whichever occurs first.
- A change is made in the crew which adds a crewmember. On missions where some crewmembers deplane and the remaining crew from the original takeoff relaunch, this is considered a continuation of the original sortie.

**Supervisory Aircrew or Staff Member**--Personnel in supervisory or staff positions (RPI 6 and 8) who actively fly; or (RPI 3 and 4) which requires rated expertise but are not required to fly.

**Training Level**--Assigned to individuals based on the continuation training status (basic qualification, mission capable, or mission ready) they are required to maintain.

**Training Period**--A 6-month period in which training requirements are performed. Semiannual periods are 1 January through 30 June and 1 July through 31 December.

## INSTRUCTIONS FOR USING AFTO FORM 781, AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

**A2.1. Purpose.** The AFTO Form 781 series provides maintenance, inspection, service configuration, and flight operations records for weapon or support systems. AFTO Form 781 is the source document for recording and reporting operational flight or training device information for each individual authorized to take part in a mission. This form is the primary record of both personnel and aerospace vehicle flying hours. It is the official record to validate flight pay eligibility for individuals required to fly.

**A2.2. Scope.** These instructions apply to all individuals, rated and nonrated, authorized to log flying or training device time in an airborne duty or position for the purpose of maintaining an official Air Force Individual Flight Record (see AFM 171-190, volume II).

**A2.3. Responsibilities.** The AFTO Form 781 is established by TO 00-20-5. Maintenance personnel are responsible for distributing and collecting these forms. Completing AFTO Form 781 and other forms in that series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.1. The crew chief or alternate ensures a sufficient number of copies of AFTO Form 781 are aboard the aircraft and completes items 2 through 5 on a sufficient number of copies to fulfill mission requirements.

A2.3.2. The pilot in command makes sure the AFTO Form 781 is dated and properly completed to show all pertinent flying data and the flying time for all personnel who are authorized to take part in the flight. The pilot in command:

A2.3.2.1. Before flight, reviews the aircraft status as indicated on AFTO Forms in the 781-series and then signs the exceptional release, if not previously signed by maintenance.

A2.3.2.2. Documents all discrepancies observed before, during, and after flight on AFTO Form 781A, **Maintenance Discrepancy and Work Document**.

A2.3.2.3. After the flight is completed, fills in the required entries in item 10, Flight Condition Data (AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**) and initials item 35 of AFTO Form 781.

A2.3.3. The completed AFTO Form 781 must be removed from the AFTO Form 781 binder after the MMICS/CAMS Identifier is entered at the maintenance debriefing and the form hand carried to either the unit operations or maintenance plans and scheduling office (MAJCOM option).

A2.3.4. Each unit operations officer:

A2.3.4.1. Gives to the maintenance organization that services the aircraft assigned to that unit the necessary organization and location information to be entered in items 4 and 5 of AFTO Form 781. This ensures completed forms are sent to the proper unit operations office or HOSM for entry into the AFORMS.

A2.3.4.2. Ensures a responsible individual audits the unit's AFTO Forms 781 for accuracy and legibility and initials in item 36 of the form before sending it to the HOSM. Where local procedures establish the HOSM as the auditing agency, the responsible individual from that office initials the form in item 36.

A2.3.4.3. Provides to each pilot in command of a flight, using flying hours allocated to that unit, the Program Element Identifier (PEID) to be entered in item 8 of the AFTO Form 781. This ensures that the hours are reported by the proper program.

**Table A2.1. AFTO Form 781 Entries According to TO 00-20-5.**

Item	Enter
2	MDS designator from AFTO Form 781F, item 3.
3	Full aircraft serial number (year and six digits).
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 388 FW (ACC) and the four-letter code of HOSM which serves that organization (obtain from the unit operations). Use the HOSM which processes and files the original forms.
5	The base of the unit of aircraft assignment.
<b>AFTO Form 781 Entries the Pilot in Command Certifies</b>	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date.
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Fliers may enter all flights on the same GMT date on a single AFTO Form 781.

Table A2.1. Continued.

Item	Enter
8	PEID. Supplied by unit operations for each flight.
9	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
10	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
11	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
12	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: a. The engines are stopped and the shutdown occurs at or before 5 minutes after touchdown. b. The aircraft has been on the ground for 5 minutes after touchdown. However, a series of practice landings is considered as one flight and this information does not apply. c. A change is made in the crew which adds a crewmember. <b>NOTE:</b> When a flight starts before 2400 GMT and ends after Zulu midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.
13	Subtract take off time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
14	Number of touch-and-go and full-stop landings, and the total of both.
15	Number of sorties accomplished on each flight. A sortie covers a flight from first take off to final landing. However, if any flight entry is split, the sortie must be recorded on the flight that lists the actual point of final landing.
16	Specified by MAJCOM.
17	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
18	Four-digit unit number of the organization to which the crewmember is assigned for flying. Use leading zeros when the unit number has fewer than four digits.
19	SSN of the crewmember. Any error in this entry will result in time being lost or credited to another crewmember.
20	Crewmember's last name (printed).
21	Flight Authorization Duty Code assigned on the Flight Authorization to the crewmember for this mission. This code may be lower but not be higher than the individual's Aircrew Certification Code (table A2.3).
22-27	Times in hours and tenths for each category as defined in this instruction, chapter 3. The total time in item 27 cannot exceed the grand total in item 13 column and total of items 22 through 26 cannot exceed item 27.
28	Total number of sorties for this crewmember. This entry is normally the total of item 15 column.
29-31	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in this instruction, chapter 3.
32	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable.
33	Initials of maintenance personnel at the debriefing who reviewed the form and the MMICS/CAMS Identifier for the aircraft entered in item 34.
34	Supplied at maintenance debriefing. This entry will be used to send the aircraft flying time update to MMICS/CAMS from AFORMS (if used).
35	Initials of the pilot in command who certifies form accuracy.
36	Initials of the unit operations officer or operations technician who verifies the accuracy and legibility of the form prior to entry into the data system.
37	Six-digit date, local time of input, signature, grade, and remote terminal device identifier. The AFORMS input operator completes this item. Use this information to audit and troubleshoot data entries into AFORMS.

**A2.4. Extract AFTO Form 781.** The original copy of the AFTO Form 781 must be returned to the HOSM that services the unit to which the aircraft is assigned. Each individual on the form whose flight records are maintained by another HOSM prepares a data extract copy of the original AFTO Form 781 to be sent, usually within 5 workdays, to that member's HOSM. If more than one individual named on the form is serviced by the HOSM, a single data extract copy may be used.

A2.4.1. Individuals whose flight records have been closed out to transfer custody must prepare a data extract form for each authorized flight during that period.

A2.4.2. The data extract AF Form 781 must include all heading information from blocks 1 through 15, plus the individual's line entry or entries from columns 18 through 32 of the original.

A2.4.3. For each line entry of the data extract form, a line must be lightly drawn through the corresponding line entry on the original form.

A2.4.4. The data extract form is so identified and certified, either by a commissioned officer (preferably the pilot in command), or by the HOSM Chief/Superintendent.

A2.4.5. The AF Form 3520 is an authorized replacement for the extract form when appropriately filled-in and certified. These forms may be used when flights occur in more than one aircraft or calendar day.

**A2.5. Privacy Act Advisement for AFTO Form 781.** Personnel who furnish personal information for completing the AFTO Form 781 are advised to read the Privacy Act Statement on the back of the form.

**A2.6. AFTO Forms 781 Series.** The AFTO Form 781 is used to record operational flight data. Other forms in the series, important to the pilot, give detailed information that concern the status, servicing, and configuration of the aircraft or list symbols needed to properly complete other forms in the series. Although explained in detail in TO 00-20-5, these forms are briefly reviewed to assist aircrew personnel.

A2.6.1. **AFTO Form 781F, Aerospace Vehicle Flight Report and Maintenance Document.** The cover sheet for AFTO Form 781 series folder or binder in each aircraft. The face gives information that concerns the vehicle including MDS, serial number, organization and location, station code, servicing, and inventory data. The reverse of the form has valid airborne duty and position codes authorized by this instruction.

A2.6.2. **AFTO Form 781G, General Mission Classification-Mission Symbols.** Lists the valid US Air Force mission symbols specified in table A2.2.

A2.6.3. **AFTO Form 781M, Status Symbols and Functional System Codes.** Contains the system numbers, general grouping, and system title codes used by maintenance and aircrews that are required to complete other forms in the 781 series.

A2.6.4. **AFTO Form 781A, Maintenance Discrepancy and Work Document.** Used to document each discrepancy discovered by the pilot, other crewmembers, or maintenance personnel. It must be checked by the pilot before flight to provide a general status review of the aircraft. Use this form to enter any discrepancies discovered and not previously reported.

A2.6.5. **AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance Document.** Used for transcribing operational flight data needed by maintenance. Maintenance status and servicing information are documented to provide operating personnel with a ready reference as to the status of the aircraft or air launched missile. It shows the status and history of inspections related to the daily flying activity of the day involved. It is used by the pilot to document aerospace vehicle time, full stop and total landings, cartridge starts, and engine cycles for each flight. It is also used by the pilot to report functional check flights and to record flight condition data. The pilot in command must make sure the date entered in parts of AFTO Form 781H that apply to each flight agree with AFTO Form 781 data for the corresponding flight line entry.





Table A2.2. Authorized Mission Symbols.

<b>Authorized Mission Symbols</b> (NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.)	
<b>CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions</b>	
A1	<b>Scheduled Flights.</b> Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	<b>Scheduled Air Evacuation Flights.</b> Missions where the main goal is to move patients on a scheduled frequency.
A3	<b>Nonscheduled Air Evacuation Flights.</b> Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	<b>Nonscheduled Logistics.</b> Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	<b>Positioning or Repositioning.</b> The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	<b>Tactical Training.</b> Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	<b>Other.</b> Classified or other special missions.
A8	<b>Contingency Operations.</b> Contingency missions directed by HQ USAF.
A9	<b>United Nations (UN) Missions.</b> Missions in support of UN operations, as directed by HQ USAF.
<b>SUPPORT MISSIONS (CA and Z coded operational support aircraft only)</b>	
S1	<b>Administrative.</b> Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	<b>Personnel.</b> Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.
S3	<b>Material and Supplies.</b> Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S4	<b>Logistics.</b> Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.
S5	<b>Special.</b> Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
S6	<b>Navigational Aids (NAVAIDS) Check.</b> Missions in which the main purpose is to flight-check radar and nav aids.
S7	<b>Aircrew Qualification.</b> Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	<b>Support Training.</b> Missions in which the main purpose is to meet semiannual flying requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
<b>TRAINING MISSIONS</b> (NOTE: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)	
T1	<b>Student Training.</b> Missions where the main goal is to instruct and train pilots and aircrew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).

Table A2.2. Continued.

<b>Authorized Mission Symbols</b> (NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.)	
<b>CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions</b>	
T2	<b>Formal Major Weapon System (MWS) Training.</b> Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	<b>Operational Training.</b> Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, and transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service).
T4	<b>Special.</b> Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
T6	LOW LEVEL MISSIONS (defined by MAJCOMs)
T7	Reserved for future use (formerly Counter-Narcotics Support)
T8	<b>Tanker Task Force Support.</b> Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
<b>OPERATIONS MISSIONS</b>	
O1	<b>Combat.</b> Aerial activity, engagements, or attacks conducted by committed units of aircraft, under the operational control of a theater commander or other appropriate authority, against an enemy of the United States or an opposing foreign force. Any flying activity in direct support of friendly forces engaged in armed conflict which occurs in a designated combat area. Specific mission subsymbols, using numeric suffixes, may be designated locally. Only flight time logged within the designated combat area will be logged as O-1. (See Note 1)
O2	<b>Combat Support.</b> Aerial activity or engagements conducted by committed units or aircraft, under the operational control of a theater commander or other appropriate authority, which have as a primary purpose the support of friendly forces engaged in armed conflict. The O-2 mission symbol will be used for flight time within the designated combat area or the area of responsibility assigned to the Theater Air Component Commander. (See Note 1)
O3	<b>Aircraft Delivery.</b> Aircraft delivery flights under the control of Air Combat Command (ACC), including intercommand transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	<b>Test.</b> Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	<b>Direct Test Support.</b> Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	<b>Indirect Test Support.</b> Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.
O7	<b>Special (Air Force Material Command [AFMC] use only).</b> Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	<b>Maintenance Tests.</b> Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.

Table A2.2. Continued.

<b>Authorized Mission Symbols</b> (NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.)	
<b>CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions</b>	
O9	<b>Operational Reconnaissance.</b> Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1 - P5	As directed by HQ USAF (see Note 2).
P6	<b>Counter-Narcotics Support.</b> Missions flown in support of Counter-Narcotics operations (formerly T-7).
P7 - P9	As directed by HQ USAF (see Note 2).
R1 -R9	As directed by HQ USAF (see Note 2).
C1 - C9	As directed by HQ USAF (see Note 2).
<b>OPERATIONS NOTES:</b>	
1. For all missions flown in designated combat areas, the suffix A is used to differentiate those O-1 missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.	
2. For the P, R, and C mission symbols, use the following third character suffixes to identify specific MAJCOM usage: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRES use T, U, V. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide HQ USAF/XOOT a copy of directives on the use of these mission symbols.	
<b>INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)</b>	
L1 - L8	<b>Contingency.</b> Special transport missions that support contingency plans and test exercises. Symbol is assigned by HQ AMC in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC/DOO) assigns symbol to be used.
M1	<b>Cargo.</b> Scheduled transport missions where the main goal is to move cargo.
M2	<b>Passenger or Patients.</b> Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	<b>Cargo or Passengers.</b> Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	<b>Positioning for Channel.</b> Locating an aircraft at a station for channel traffic onload. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	<b>Depositioning for Channel.</b> Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	<b>Special Assignment.</b> Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	<b>Nonrevenue.</b> Nonscheduled missions operated in support of the airlift force other than exercises.
M8	<b>Joint Airborne or Air Transportability Training.</b> Transport missions where the main goal is joint airborne training.
N1	<b>Training and Standardization.</b> Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.
N2	<b>Tactical Training.</b> Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low level navigation training missions.
N3	<b>Search.</b> Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.

Table A2.2. Continued.

<b>Authorized Mission Symbols</b> ( <i>NOTE:</i> Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.)	
<b>CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions</b>	
N4 - N8	<b>Reserved for Future Use.</b> These symbols are used to complement the contingency mission symbols as assigned by TACC.
<b>SIMULATOR TRAINER CLASSIFICATIONS</b>	
Q1	<b>Student Training.</b> Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	<b>Mission Training.</b> Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	<b>Maintenance Tests.</b> Performance of functional check flights.
Q5	<b>Simulator Test.</b> Missions to acquire data or verify simulator performance, handling qualities, and systems.
<b>SIMULATOR NOTES:</b>	
1. Suffix "E" is reserved for engineering tests (hardware, software design, or development).	
2. Suffix "F" is reserved for human factors research missions.	

**A2.6.6. Flight Authorization Duty Codes.** Flight authorization duty codes identify the aircrew member's flight duty status. They are four letter codes and MAJCOMs have the option to specify the third and fourth characters.

Table A2.3. Flight Authorization Duty Codes.

<b>Aircrew Certification Codes (First Character)</b>		<b>Valid to allow aircrew members to meet requirements for OFDA, ACIP, or HDIP</b>
E	Evaluator qualified	Yes
F	Qualified in basic weapon system	Yes
I	Instructor qualified	Yes
M	Mission qualified in weapon system	Yes
O	Senior evaluator or other flier in inactive status (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes
X	Team evaluator or other flier in inactive status (grades Lt Colonel and below)	No
<b>Position Identifiers (Second Character)</b>		
A	Other Aircrew Member	Yes
B	Boom Operator	Yes
C	Copilot	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight Engineer	Yes
G	Aerial Gunner	Yes
H	Flight Nurse	Yes
J	Pararescue Member	Yes
K	Communications System Operator	Yes
L	Loadmaster	Yes

Table A2.3. Continued.

Aircraft Certification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, or HDIP
N	Navigator	Yes
P	Pilot	Yes
R	Navigator-Bombardier or Offensive Systems Operator	Yes
S	Flight Surgeon	Yes
W	Weapon System Officer	Yes
Z	Operational Support or Airborne Battle Staff	Yes

**NOTES:** To meet OFDA, ACIP, or HDIP requirements, aircrew members must:

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary, or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.
3. Be attaining or maintaining qualification in the aircraft.
4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time.

**A2.6.7. Standard Training Event Identifiers.** Table 2.4 shows the training event identifiers to use for all Air Force personnel.

Table A2.4. Standard Training Event Identifiers.

Identifier	Description
AA01	Qualification Check
AA02	Qualification Check, Simulator
AA11	Instrument Check
AA12	Instrument Check, Simulator
AA21	Combined Qualification and Instrument Check
AA22	Combined Qualification and Instrument Check, Simulator
PP01	Physical Exam
PP11	Physiological Training
PP12	Centrifuge Training
RR01	Records Review
SS01	Basic Survival
WW01	Water Survival

**NOTE:** Double lettered identifiers identify Air Force specified training events.

## **PUBLICATION REQUIREMENTS**

### **SCOPE**

BASIC DOCTRINE  
SPECIFIC OPERATIONAL DOCTRINE  
TACTICS AND TECHNIQUES  
AIRCREW TRAINING  
AIRCREW OPERATIONAL PROCEDURES  
AIRCREW EVALUATION  
TECHNICAL ORDERS

### **PUBLISHED BY**

HQ USAF  
HQ USAF  
HQ USAF or MAJCOMs  
HQ USAF or MAJCOMs  
MAJCOMs  
MAJCOMs  
MAJCOMs  
AFMC

## INSTRUCTIONS FOR USING AND MAINTAINING INDIVIDUAL JUMP RECORD FOLDER (JRF) AND AF FORM 922, INDIVIDUAL JUMP RECORD

**A4.1. Purpose.** The JRF is used to maintain a permanent repository for:

A4.1.1. AF Form 922, **Individual Jump Record**. Used to maintain certified records of parachute jump qualification and experience.

A4.1.2. AF Form 1887, **Request and Authorization for Aeronautical Orders**. Aeronautical orders are used: to initiate, modify, or terminate jump status according to AFI 11-402 and attachment 6, this instruction and to establish or terminate entitlement to Hazardous Duty Incentive Pay (Jump Pay) according to the Department of Defense Pay Manual (DoDPM) and Air Force finance publications that apply.

A4.1.3. Other source documents affecting an individual's jump status or associated qualifications.

**A4.2. Maintenance and Disposition of the JRF.**

A4.2.1. Flight management offices (FMO) establish and maintain a JRF for:

A4.2.1.1. Each US Air Force member assigned or attached for jump duty to a flying unit serviced by the FMO.

A4.2.1.2. Each US Air Force member assigned or attached for jump duty with another US or foreign military service in an area supported by the FMO.

A4.2.1.3. Any qualified non-US Air Force individual assigned or attached to a serviced US Air Force unit for jump duty when a written requirement for establishing and maintaining a JRF is provided by that unit's commander.

A4.2.2. Parachutists who are qualified, authorized, and required to perform jump duties must provide the servicing FMO with a certified copy of an AF Form 922 after jumps have been performed. Certification must be by the commander (or designated representative) of the organization to which the individual is assigned or attached for jump duty.

A4.2.3. The 94th Airmanship Training Squadron will maintain JRFs on all USAF Academy parachutists.

**A4.3. File Construction.** The JRF will be made with the following standard General Service Administration (GSA) items:

A4.3.1. Pressboard folder, legal size, NSN 7530-00926-8982, or the equivalent.

A4.3.2. Pressure-sensitive labels, NSN 7503-00577-4368, or the equivalent.

A4.3.2.1. Type the member's name in capital letters and SSN on the label. Additional information may be included on the label if desired.

A4.3.2.2. On folders that have a continuous tab, place the label on the inside left corner. On folders that have a partial tab, center the label on the inside of Tab.

**A4.4. File Content.** The following will be on the left side:

A4.4.1. Current aeronautical order requiring the member to perform parachute jump duty.

A4.4.2. A copy of the assignment order providing the basis for current jump status.

A4.4.3. Copies of all other previously issued orders that initiated or terminated parachute jump status.

A4.4.4. The current AF Form 1042 certifying the current medical qualification of the individual.

A4.4.5. A copy of the aeronautical order awarding the basic parachutist's rating and any subsequent orders upgrading that rating.

A4.4.6. Copies of the certificates or orders showing that courses were completed at approved parachute training schools including upgrade to jumpmaster.

A4.4.7. Items in paragraph A4.4.1. through A4.4.3 must be maintained, in that order, at the top of the documents filed on the left side. All other documents must be filed in chronological order.

A4.4.8. When both an FRF and a JRF are maintained for a member, items maintained in the FRF are not required in the JRF.

**A4.5. Logging Parachute Jumps.** Provide an initial AF Form 922 with all applicable items completed.



**Table A4.1. Items to Complete on the AF Form 922.**

Name	Self-explanatory.
Grade	Self-explanatory.
SSN	Self-explanatory.
Unit	The unit assigned to or attached for jumping.
Individual Jump Entries	Self-explanatory.
Date	Self-explanatory.
Aircraft (MDS)	Enter the aircraft mission, design, and series.
Type of Jump	Place an "X" to indicate the type of jump.
Jump Conditions	Place an "X" in the appropriate block.
Duty	Place an "X" in the block under the jump duty performed.
Type Parachute	Self-explanatory.
Jump Altitude	Enter jump altitude (exit altitude if free-fall is accomplished).
DZ/Location	Self-explanatory
Remarks	Use to explain jumps listed as "other," enter free-fall time (10-sec delay), and other pertinent remarks as required.
Certification	Completed annually by the individual and FMO during the annual review of the JRF.
Date	Self-explanatory.
Name and grade of certifying official	Self-explanatory.
Date	Self-explanatory.
FMO Rep Signature	Self-explanatory.
Member's Signature	Self-explanatory.
Entered into AFORMS by (Name)	Self-explanatory.
Date Entered	Self-explanatory.

A4.5.1. Until the AFORMS parachutists module is in use, flight managers must consolidate individually submitted AF Forms 922 at the end of each calendar quarter. The quarterly AF Form 922 serves as a cover sheet for the total individual jump record forms for the quarter. The consolidated quarterly AF Forms 922 must include the totals by type of jump, jump conditions, and jump duty on the bottom jump entry line of the form.

**A4.6. Annual Certification of Jump Records.** The FMO requires that all persons for whom they establish or maintain a JRF complete an annual certification of the folder.

**A4.7. Disposition.** Jump records of individuals who are removed from jump duty are returned to the member for retention pending subsequent jump duty. Inactive parachutists are not tracked as such in the Air Force Operations Resource Management System. Members who hold both parachutist and aircrew positions are tracked as aircrew members according to AFI 11-402.



## INSTRUCTIONS FOR USING AND MAINTAINING THE FLIGHT EVALUATION FOLDER (FEF)

**A5.1. Purpose of the FEF.** The FEF maintains basic source documents to provide a current history of each individual's flying qualification. An FEF must be established for each aircrew member who maintains flying status according to AFI 11-402. For personnel in inactive flying status, file the FEF with their FRF. The FEF must include the following evaluation records: AF Forms 8; AF Forms 942, **Record of Evaluation**; and (at MAJCOM option) AF Forms 1381, **USAF Certification of Aircrew Training**. The FEF must be maintained by the organization to which the individual is assigned or attached for flying. If the organizational structure is such that a single folder cannot be efficiently used, commands may use more than one folder for each individual (for example, evaluation, training, and flight management; the cover of the additional folders must show the appropriate function). Before PCS of an individual, return all documents to a single FEF. Individuals assigned or attached to other than US Air Force units may use the appropriate format of the service to which attached.

**A5.2. Contents of FEF.** Divide the FEF into two sections:

**A5.2.1. Section I, AF Forms 942 (Figure A5.1) and MAJCOM Requirements.** AF Forms 942 may be used as a review and cover page for this section and are placed in chronological order. Record pertinent information extracted from AF Forms 8 on AF Form 942 and make it a permanent part of the folder. Record grades and continue to use each AF Form 942 until it is filled. If an individual's FEF is not maintained at the same base with the individual's flight record, a copy of the most recent AF Form 1042, **Medical Recommendation for Flying Special Operational Duty**, and AF Form 702, **Individual Physiological Training Record**, may be maintained in this section. Place the AF Form 1381 in this section. Use AF Form 1381 to record training only when required by the MAJCOM.

**A5.2.2. Section II, Qualification History.** This section contains AF Forms 8 and attachments for all evaluations for the type (or types) aircraft in which qualification is or was maintained. Maintain copies of AF Forms 8s and attachments for all evaluations listed on the AF Form 942. Additional copies may be filed with other unit agencies for evaluation program management. File AF Forms 8 in chronological order with the most recent on top. Retain on file AF Forms 8 from all evaluations for the type (or types) aircraft in which qualification is or was maintained to provide a history of evaluations administered.

**A5.3. Description of Folders.** Locally construct FEFs. Folders must be letter size and constructed of heavy stock. Recommend pressboard folder or equivalent. Standard 2 3/4-inch metal fasteners may be used. Affix a label bearing the individual's name and SSN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

**A5.4. Annual Review of FEF.** Review the FEF each year to remove obsolete items or records. Do not perform an annual review for personnel in inactive status. Disposition of Air Force records must be according to AFMAN 37-139 and this instruction. A cover sheet may be used to annotate reviews of the FEF. Use and design will be at MAJCOM option. As a minimum the cover sheet will indicate date and initials of the individual accomplishing the review. Place the cover sheet on top of AF Forms 942. Remove the cover/review sheet when an individual transfers MAJCOMs or goes into inactive status.

**A5.5. Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:

**A5.5.1. Retention of Records.** Retain all records in the folder until reviewed by the gaining unit. After review, return those forms not retained in the folder to the individual.

**A5.5.2. Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

**A5.5.3. PCS of Individual.** The individual concerned usually must handcarry the folder to the gaining organization. When circumstances prevent this, the losing organization mails the folder to the gaining unit. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.



## PREPARING AERONAUTICAL ORDERS

### A6.1. Purpose Explained. Aeronautical orders (AO) are:

A6.1.1. Published on AF Form 1887, **Request and Authorization for Aeronautical Orders**, or on an approved computer output format to validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties; and to establish or terminate individual entitlement to aviation career incentive pay (ACIP) and hazardous duty incentive pay (HDIP). Additional instructions for completing the approved computer output format are in AFM 171-190, volume II.

A6.1.2. Maintained in individual flight record folders and provide a complete chronological history of each individual's aviation career.

A6.1.3. Distributed according to table A6.2.

A6.1.4. Completed according to tables A6.2 through A6.4 (see figure A6.1 for completed sample).

A6.1.5. Authenticated by the wing FMO. This responsibility maybe delegated to a Operations System Management NCO (E-7 or above/civilian equivalent [GS-6]).

### A6.2. Aeronautical Orders Publication. Publish aeronautical orders for:

A6.2.1. Officers qualified for an aviation career (restricted to rated officers and officers in flying training leading to award of an aeronautical rating) to:

A6.2.1.1. Start or end the member's requirement to perform operational flying duty.

A6.2.1.2. Direct and record changes to aviation service code (ASC) and incentive pay entitlement.

A6.2.1.3. Establish the transition status code (TSC).

A6.2.2. Members (officer and enlisted) not qualified for an aviation career to:

A6.2.2.1. Establish or terminate member's requirement to perform regular and frequent flight as a crew member or on operational support duties.

A6.2.2.2. Direct and record changes to ASC, and incentive pay entitlement.

A6.2.2.3. Establish or terminate member's requirement to perform parachute jump duties.

A6.2.3. Award basic and advanced authorized ratings and badges. Aeronautical orders that award aeronautical ratings, aircrew member badges, and parachutist ratings are single-action orders.

### A6.3. General Instructions.

A6.3.1. The HOSM office prepares aeronautical orders according to this instruction and inputs from units flight managers and commanders.

A6.3.1.1. Number aeronautical orders in sequential order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year.

A6.3.1.1.1. A record set of aeronautical orders contains all orders published during a fiscal year, to include regular, amendment and revocation orders. Each order number must be accounted for, from the first order through the last order published for that fiscal year.

A6.3.1.1.2. A separate file of background material which supports each order's publication must be maintained for each fiscal year. Annotate the background material in the lower right-hand corner to show the order number to which it pertains. In addition, maintain a separate log to account for each order number published.

A6.3.1.1.3. Post each amendment, or revocation to the record set. Post in ink on the left margin of the original order.

A6.3.1.2. Confirm verbal orders (in writing) as soon as possible. Include in the written order the date and by whom the verbal order was issued and, if flying status or aeronautical ratings were affected, a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed, circumstances prevented written orders in advance."

A6.3.2. Units may use AF Form 1887 or letter to request actions that originate at the unit level. The unit must complete the proper items and send the form to the HOSM. (When required, the unit routes the form through the MPF for verification (see paragraph A6.4).

A6.3.3. The host base administrative office (DA) makes reproduction facilities available for publishing aeronautical orders when these facilities are not available within the HOSM.

A6.3.4. Requests for professional certification to award advanced aeronautical ratings to flight surgeons must be made, using AF Form 1887 as follows:

A6.3.4.1. Complete all items that apply on the form.

A6.3.4.2. Send all required documentation, except the AF Form 1887 (see AFI 11-402) through channels to HQ AFMOA/SGPA or NGB/SGA for ANGUS. **NOTE:** HQ AFMOA/SGPA (NGB/SGA for ANGUS) provides the authorization letter for publication of AO and returns rating package to the HOSM for authentication and publication.

A6.3.5. HOSMs may publish a single aeronautical order affecting several members providing the action is exactly the same for each member. For group orders, mask information protected under the Privacy Act of 1974 (SSNs) to prevent unauthorized disclosure.

A6.3.6. A single aeronautical order may be published directing several actions that pertain to an individual, provided all actions have the same effective and termination dates. (**EXCEPTION:** Aeronautical orders awarding basic or advanced aeronautical ratings or badges do not contain other actions.)

A6.3.7. Use the AF Form 1887 or approved computer-generated form to amend or revoke a previous aeronautical order.

A6.3.7.1. Amend aeronautical orders to correct minor administrative errors (erroneous SSN), improper grade, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain only the required identifying data and the amended data. Underline amended items. (An amendment makes the amended order read as it should have initially.)

A6.3.7.2. Don't rescind aeronautical orders. Action taken on a later order supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date. Example: MSgt Jones', (ASC 9D) aeronautical order (AO) will terminate 1 June 1993. However, MSgt Jones reenlists on 24 May 1993, and is to remain on active flying status. An AO must be printed to reflect the new termination date based on the new DOS, the **effective date of the AO will remain the same** as the AO that placed MSgt Jones on flying status.

A6.3.7.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the flight record.)

#### **A6.4. Restrictions on Publication.**

A6.4.1. Do not publish an aeronautical order to authorize United States Air Force Reserve (USAFR) or ANGUS personnel to take part in flying activity during short periods of EAD. **EXCEPTION:** Aeronautical orders will be published for USAFR and ANGUS personnel while attending the Flight Screening Program.

A6.4.2. The effective date of an aeronautical order cannot be before the date the member met all eligibility requirements.

A6.4.3. HOSMs will provide the AO to the MPF when the AO terminates aviation service for enlisted aircrew members. The MPF will certify on the AO that the MPF provided the member the required 120-day notification. Receipt of assignment notification documentation from the MPF, as directed by AFI 36-2102, *Preparation of Personnel Selected for Relocation --Base Level Procedures*, constitutes certification and will be noted in remarks of the published order. Place MPFs on distribution for all such aeronautical orders.

A6.4.4. Orders should not be published later than the effective date if the action changes, initiates, or terminates incentive pay entitlement, unless:

A6.4.4.1. The order confirms an ASC change as a result of PCS. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the MPF.

A6.4.4.2. The order involves circumstances where an effective date is established by a directive. Use the directive established date as the aeronautical order effective date and cite the governing directive that applies as authority.

Figure A6.1. Sample Aeronautical Order and Instructions.

REQUEST AND AUTHORIZATION FOR AERONAUTICAL ORDERS						
(If more space is needed, use reverse and identify by Item Number)						
1. <input checked="" type="checkbox"/> INITIATE AVIATION SERVICE PERIOD <input checked="" type="checkbox"/> CHANGE AVIATION SERVICE CODE FROM <u>N/A</u> <input type="checkbox"/> AIRCRAFT ASSIGNMENT ACTION (M/D/S) <input checked="" type="checkbox"/> OTHER (Specify) Establishes ASD/TSC				2. ENTITLEMENT STATUS ENTITLEMENT TO <input checked="" type="checkbox"/> ACIP <input type="checkbox"/> HDIP IS <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> TERMINATED <input type="checkbox"/> NOT AFFECTED		
3. THE FOLLOWING INDIVIDUAL(S)						
NAME	GRADE	SSAN	ORGANIZATION AND LOCATION			
FREEMAN HARRY M.	2nd Lt	123-45-6789	99 FTS (AETC) Columbus AFB MS 39701-5000			
4. REQUIRED TO PERFORM FREQUENT AND REGULAR FLIGHT		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	5. EFFECTIVE DATE		7. TERMINATION DATE	
5. REQUIRED TO PERFORM PARACHUTE JUMP DUTIES		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	30 Jun 93		29 Jun 05	
RATED INFORMATION (8-14)						
8. STATUS		A. AERO RATING	B. ASC	9. AIRCRAFT ASSIGNMENT (M/D/S), FAC, ETC.		
<input type="checkbox"/> POSSESS(ES) <input type="checkbox"/> IS/ARE AWARDED BASIC <input checked="" type="checkbox"/> IS/ARE IN TRAINING FOR BASIC		PILOT	1U	FAC 7 TSC A		
10. AND POSSESS(ES) ADDITIONAL						
11. IS/ARE AWARDED THE RATING		12. ASD 30 Jun 93	13. OSD 11 May 91	14. OFDA 0		
NON RATED INFORMATION (15-17) (Only flying time logged IAW AFR 60-1 in aircraft authorized in Item 17 is creditable for incentive pay entitlement)						
15. AIRBORNE DUTY/POSITION CODE		16. ASC		17. AIRCRAFT M/D/S		
18. REMARKS  Officer is attending course P-V4A-B, Class 94-11.						
19. ORDERS ISSUING/APPROVAL OFFICIAL  LORENZO A. TRIBBETT, CMSgt, 99 FTS Stu Sq			20. SIGNATURE  <i>Lorenzo A. Tribbett</i>			
21. AUTHORITY  AFI 11-402, para 3.4				22. DATE  6 Jul 93		
23. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE 14 FTW(ATC), COLUMBUS AFB MS 39701-5000			24. AERO ORDER NUMBER  54		25. DATE  12 Jul 93	
26. DISTRIBUTION  AA  (SEE AFR 10-7)		27. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL FOR THE COMMANDER <i>Dannie L. Sanders</i> DANNIE L. SANDERS, MSgt, USAF Chief, Host Operations System Management				
MPO SECTION						
28. <input type="checkbox"/> ACIP  <input type="checkbox"/> HDIP	29. ACTION <input type="checkbox"/> START (01) <input type="checkbox"/> STOP (02) <input type="checkbox"/> REPORT (03) <input type="checkbox"/> CHANGE (04) <input type="checkbox"/> CANCEL (06)	30. EFFECTIVE DATE	31. TERMINATION DATE	PROCESSING VERIFICATION		
32. DATE				34. TRANSACTION NO.	35. ADSN	
		33. MPO CERTIFYING SIGNATURE		36. TRANSMISSION NO.	37. DROT DATE	

Table A6.1. Instructions for Preparation of the AF Form 1887.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1	<p><b>(Initiate Aviation Service Period).</b> When this item is checked for rated officers (except flight surgeons), include in item 14 the total number of months of operational flying as of the effective date of the order(item 6). An aviation service period is initiated on entry into flying training that leads to an aeronautical rating and at each subsequent aviation career phase point (12 and 18 years aviation service).</p> <p><b>(Change Aviation Service Code From).</b> If member had no aviation service code before the date of this order, enter "NA".</p> <p><b>(Aircraft Assignment Action).</b> No longer used.</p> <p><b>(Other).</b> All other reasons for publishing the AO must be specified in the space provided and may be continued in item 18 if necessary. This block must be checked for all nonrated members who enter a course of instruction leading to pilot or navigator rating or being awarded a flight surgeon rating, and the following statement must be entered. "Establishes ASD." When AF Form 1887 is used to amend or revoke a previous AO, the "other" item must be checked, the action taken indicated, and the previous AO number referenced. For example: "Amend AO 322." "Revoke AO 247," etc. Complete item 18 as required. For cadets in special training status enter: "authorized temporary flying duty."</p>
Item 2-Entitlement Status	<p>An entry is required in this item for all AOs.</p> <p>a. Indicate the type of incentive pay to which the action relates: HDIP or ACIP. <u>Do not check both blocks.</u></p> <p>b. If the individual's entitlement to incentive pay is affected by publishing the order, so indicate by checking the appropriate block; authorized or terminated.</p> <p>c. Check the "not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.</p>
Item 3-(Name)	<p>Enter the name, grade, SSN, organization, and location for each member affected by the AO. If additional space is required, type "See reverse" under the last name in item 3 and continue on reverse side. The following additional instructions apply:</p> <p>a. All items on the AO except name, grade, and items 6, 7, and 12 through 14 must apply equally to each member listed on the order.</p> <p>b. If items 6, 7, and 12 through 14 apply, enter only one name in item 3, and list the other names and items 7 and 12 through 14 on the reverse side of the order.</p> <p>c. For non-EAD members of the USAFR, enter "USAFR (NON- EAD)" after member's name.</p> <p>d. For group orders, do not include information protected by the Privacy Act of 1974 (i.e., SSNs).</p>
Item 4-(Required to Perform Frequent and Regular Flight)	<p>Complete on initial assignment to aviation service or duties and for all ASC changes.</p> <p><b>NOTE:</b> A rated member is required to perform frequent and regular flights as long as a valid rating is held. Item will be marked "NO" only in cases where a member is disqualified or suspended for aviation service.</p>
Item 5-(Required To Perform Parachute Jump Duties)	<p>Complete only if parachute jump status changes.</p>



Table A6.1. Continued.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 6-(Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements.
Item 7-(Termination Date)	<p>This is the last day the AO will be effective.</p> <p>a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12 or 18 years of aviation service or the date the officer will accrue 25 years of officer service, whichever occurs first, <u>unless an earlier termination date is known</u>. For officers in entitlement status 4, enter the date the officer will accrue 22 years of officer service.</p> <p>b. For flight surgeons, enter the date officer will complete 25 years of officer service (base date is the officer's OSD).</p> <p>c. For nonrated enlisted members, the termination date will be the date of flying tour completion or the Date of Separation, whichever is earlier. For nonrated officers, the termination date will be the DOS if known. If DOS is not known the termination date will not exceed 3 years. If the member is notified of a follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.</p> <p>d. For operational support personnel, occasional in flight duty will be on a monthly basis. (Termination will be the last day of month).</p> <p>e. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, and disqualifying or terminating aviation service.</p> <p>f. For individuals who complete 25 years of officer service, enter the DOS. If indefinite, enter "NA".</p>
Items 8 through 14-(Rated Information)	<p>Complete, as appropriate, when the order: changes a rated officer's ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer entering undergraduate flying training.</p> <p>a. Item 9. Not Used.</p> <p>b. Item 10. Enter any additional aeronautical rating held even though the officer does not perform duty in that aeronautical career field (a pilot who has a navigator rating, a flight surgeon who has a pilot rating).</p> <p>c. Item 11. Enter the advanced rating awarded and cite the appropriate paragraph in item 21.</p> <p>d. Items 12 and 13. Complete these items only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating.</p> <p>e. Item 14. Leave blank when the order pertains to flight surgeons or nonrated airborne duties.</p>
Items 15 through 17-(Nonrated Information)	<p>Complete if order directs member (rated or nonrated) to perform other than rated airborne duties. For example:</p> <p>a. (Nonrated Officer-Other Than Flying Training Student). In item 15, enter a brief description of the airborne duty or position (for example, weather reconnaissance officer, flight nurse), followed by the appropriate code used to record time on AFTO Form 781, (see attachment 2, this instruction). Enter ASC in item 16. Leave item 17 blank.</p> <p>b. (Enlisted Crewmembers). Complete items 15 and 16. Leave item 17 blank.</p> <p>c. (Rated Officer). Although performance of nonrated airborne duty may not affect an officer's rated status or pay entitlement, an order is published to authorize and record performance of such duties. Item 16 will be "NA".</p> <p>d. (Cadets in special training status or nonrated members who perform specific official tasks). Enter NA in each item.</p>

Table A6.1. Continued.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 18-(Remarks)	<p>If necessary, continue this item on the reverse of the form.</p> <p>a. <b>(Undergraduate Flight Training).</b> Include course name, class number or designator, and school location.</p> <p>b. <b>(Awarding Aeronautical Rating).</b> When awarding a basic aeronautical rating, enter name of course completed, class designation or number, date of completion, and school location.</p> <p>c. <b>(For Nonrated Crewmembers, Both Officer and Enlisted, and Members on Jump Status).</b> Enter DAFSC. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification. Item 17 does not apply.</p> <p>d. <b>(Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.]).</b> Enter reason and authority according to AFI 11-402 and this instruction, or if any action was directed or confirmed by HQ USAF. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042.</p> <p>e. <b>(Revalidating Flying Status of Rated Officer).</b> Include statement that officer's previous aviation service status terminated on (appropriate date) and reason officer is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201."</p> <p>f. <b>(Disqualification or Requalification).</b> Indicate action being taken and reason. For example:</p> <ol style="list-style-type: none"> <li>(1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties.</li> <li>(2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If he or she is to continue an aviation career in another rating, so state.</li> <li>(3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that officer not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge."</li> <li>(4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given.</li> <li>(5) Removing medical disqualification. Include date member is recertified "medically qualified" and authority.</li> </ol> <p>g. <b>(Retroactive Orders).</b> When date in item 6 is before date of order (item 25), include a statement validating the issuance of a retroactive order.</p> <p>h. <b>(Award of Badges).</b> Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing authority outlined in AFI 11-402. For the basic badge, include name of course, class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award.</p> <p>i. <b>(Changes to Orders).</b> If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and date of the order being amended or revoked.</p> <p>j. <b>(Cadets in Special Training Status).</b> Enter: "The above named individual(s) (is)(are) authorized to participate in flying duties as a cadet observer in a special training status for the duration of the Advanced Training Program."</p> <p>k. <b>(Operational Support Members-ASC 9C).</b> Includes the statement: "Members ASC will change automatically to "06" the day after AO termination."</p> <p>l. <b>(Other Nonrated Members Who Fly Occasionally to Perform Specific Official Tasks).</b> Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flying duty credit are authorized.</p>

Table A6.1. Continued.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 19 and 20-(Orders Issuing/Approval Official and Signature)	Designated individual within the unit operations systems management office except as shown in paragraph A6.1.5, this attachment.
Item 21-(Authority)	Include letter, message, or appropriate directive with applicable paragraph.
Item 22-(Date)	Date the AO was requested by the orders issuing or approval official.
Item 23 Through 25	Completed by the authenticating official.
Item 26-(Distribution)	See table A6.2 for distribution.
Item 27-(Signature Element of Orders Authenticating Official)	Will normally be signed by the Chief, Host Operations System Management Office. This responsibility may be delegated to a Noncommissioned officer in the grade of master sergeant/civilian (GS-6) or above. Waivers to this requirement must be submitted HQ USAF/XOOT.
Item 28 through 32-(Military Pay Order (MPO) Section)	<p>This section is completed to take an MPO action only after the AO is authenticated.</p> <p>a. Item 28--Check type pay affected by the MPO action.</p> <p>b. Item 29 through 31--Check the appropriate action requested (only one action per form) and enter appropriate date as outlined below:</p> <p>(1) Start--Use effective date block-enter desired start payment.</p> <p>(2) Stop--Use termination date block-enter desired stop date.</p> <p>(3) Report--Use both blocks-enter start and stop dates requested (limited to 1 month).</p> <p>(4) Change--Use effective date of change (usually applies only to crew status changes).</p> <p>(5) Cancel--If MPO cancels an erroneous start, enter in the effective date block the start date of the MPO being canceled. If MPO cancels a stop, enter termination date from MPO being canceled in termination date block. If MPO cancels a MPO report, enter both dates from the report being canceled.</p> <p><b>NOTE:</b> The termination date (block 31) should be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the aeronautical order.</p> <p>Item 32--(Date). Enter date of request.</p>
Item 33-(Signature)	FMO or designated representative.
Item 34 Through 37-(Processing Verification)	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT) or JUMPS data collection input (JDCI) in these blocks.

Table A6.2. Required Distribution of Aeronautical Orders.

RULE	Explanation
1	Establishes or terminates an aviation career for officers (establishes or terminates an aviation service date). Use distribution code A.
2	Reserved.
3	Applies to officers and affects actions other than those in Rule 1. Use distribution code C.
4	Applies to airmen. Use distribution code D.

Table A6.2. Continued.

RULE	Explanation
CODE#	# of Copies in Parenthesis
A	Individual (1) Unit of Assignment (1) FMO of unit member is assigned to for flying (1) HOSM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) HQ AFMPC/DPMDOM1, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSFR, Denver CO 80280-4100 (1--Non-EAD Air Reserve Component officers only)
B	Reserved
C	Individual (1) Unit of Assignment (1) FMO of unit member is assigned for flying (1) HOSM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) HQ USAF/DPG, Washington DC 20330-1040 (1--General Officers only) HQ AFMPC/DPMDOM1, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSMD, Denver CO 80280-4400 (1--Non-EAD Air Reserve officers only) MPF/DPM (2) (See Note 4)
D	Individual (1) Unit of Assignment (1) FMO of unit member is assigned to for flying (1) HOSM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) MPF/DPM (3) (See Note 4) HQ AFMPC/DPMDOM1, Randolph AFB TX 78150-4723 (1--Active Duty only) (See Note 5) HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5)

**NOTES:**

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the host FMO gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Only forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.

Table A6.3. Items to Complete on AF Form 1887, Rated Members.

If the rated member's duty will be	RULE					
	1	2	3	4	5	6
	and the AO will make the member's status					
	Active					Inactive
	Career	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes		Yes			Yes
B. Flight Surgeon	Yes					
C. Nonrated Duty		Yes		Yes	Yes	
then complete AF Form 1887						
D. Item 5, required to perform parachute duties					X	X
E. Items 8-14, Rated Information (N/A for Flight Surgeons)	X			X		X
F. Items 15-17, Nonrated Information		X		X		
G. Item 18, Remarks			X	X	X	X
H. Item 21, Authority			X		X	X

Table A6.4. Items to Complete on AF Form 1887, NonRated Members.

If the member's duty will be	RULE				
	1	2	3	4	5
	and the AO will make the member's status				
	Active				Disqualified or Terminated
	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes	Yes			Yes
B. Operational Support			Yes	Yes	
then complete AF Form 1887					
C. Item 5, required to perform parachute jump duties				X	X
D. Items 15-17, Nonrated Information	X	X	X	X	
E. Item 18, Remarks	X	X	X	X	X
F. Item 21, Authority		X	X		X